Community Liaison’s Responsibilities

The community liaison’s specific daily steps are:

1. Pick up attendance rosters from each teacher: 8:30 a.m. for morning session, 1:00 p.m. for afternoon session. Cross check against calls from students reporting that they will be absent.

2. At 8:45, pick up tardy sign-in sheet (1:15 pm for afternoon session).

3. Provide call lists to relevant callers (community liaison, principal, assistant principal, social worker), depending on who knows the student best.

4. Make phone calls to the homes of absent students. Talk to parents whenever possible. Document the conversation and any necessary follow-up steps in the CCTA contact log, including home visits.

5. Make home visits often with those who are chronically absent to determine the reason for the absences and to encourage students to attend.