Cherry Hill Strong
REVEALING THE STRENGTH OF CHERRY HILL

606 Cherry Hill Road, Level 2
Baltimore, MD 21225
www.cherryhillstrong.org

JOB POSTING

Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.

Job Title:	**School Attendance Coordinator**
Part/Full-Time:	**Full-Time (On-Site)**
Job Reports to (title):	**Education Program Director, CH Education Initiative**
FLSA (Exempt/Non-Exempt):	**Exempt**
Date Issued/Revised:	**October 2026**
Location:	**Partner School Site (Arundel or Historic CH Elem/Middle)**
Wage Range:	**$75,000 annualized, negotiable**

Benefits: 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

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PURPOSE OF JOB

Cherry Hill Strong is hiring a School Attendance Coordinator to help make sure Cherry Hill's children are in school and ready to learn. Placed on-site at one of our partner schools, the Coordinator analyzes attendance data, intervenes early with chronically absent students, and works hand in hand with families and school staff to remove the barriers that keep children out of the classroom. This role is part of the Cherry Hill Education Initiative, our cradle-to-college-and-career strategy.

ESSENTIAL JOB FUNCTIONS

Attendance Data Management and Analysis (45%)

- Analyze attendance data using Infinite Campus reports to identify student absentee patterns, and monitor daily and weekly tardies
- Ensure the accuracy and integrity of attendance records
- Identify students with unexcused absences and those deemed chronically absent
- Implement and track data-informed strategies to improve daily attendance

Parent and Student Outreach and Intervention (45%)

- Schedule and lead parent intervention meetings to discuss attendance concerns and develop individualized plans of action
- Review attendance data and draft and mail certified letters to families of students with excessive absences
- Respond to parent inquiries by email and phone regarding absences and attendance protocols
- Send weekly attendance data to administrators to flag students needing parent intervention meetings
- Conduct home visits and attend court hearings for truancy cases
- Develop and implement comprehensive outreach and targeted follow-up strategies for chronically absent students, in partnership with students, families, and school administration
- Support and maintain an attendance incentive calendar to encourage consistent attendance

Attendance Policy Enforcement and Support (10%)

- Monitor and work to improve teacher attendance take-rate percentages, prompting staff to record attendance in a timely manner

- Understand and guide school personnel in accordance with Baltimore City Public School System (BCPSS) attendance policy and applicable local and state requirements
- Collaborate with the school-wide attendance team on attendance strategy, PDSA improvement cycles, School Performance Plan (SPP) goals, and a school-wide incentive system
- Maintain attendance records, schedules, and files, and process attendance-related documents and materials

QUALIFICATIONS

Technical Qualifications:

- Bachelor's degree (B.A., B.S., B.S.N., or equivalent) in psychology, education, social work, or a related field; equivalent experience accepted
- Minimum of 4–6 years of related work experience, preferably in education, student support, case management, or community services
- Current or former Cherry Hill resident preferred; experiential knowledge of the Baltimore area and the needs of the community is valued
- Requires work on-site at a partner school (Arundel Elementary or The Historic Cherry Hill Elementary/Middle) on a Monday–Friday, school-hours schedule
- Requires regular local travel for home visits and court appearances; reliable transportation needed

Knowledge, Skills and Abilities:

- Business & Management Knowledge:
    - Administrative: Administrative and office procedures, functions and basic office tasks.
    - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Services Knowledge:
    - Customer and Personal Service: Principles and processes for providing customer and personal services.
    - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- Safety and Legal Knowledge:
    - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
    - Law/Government: Local, state, and national laws and government regulations.
- Proficiency with student information systems (Infinite Campus preferred) and in building and interpreting attendance reports
- Working knowledge of BCPSS attendance policy and of local, state, and federal attendance and truancy requirements
- Strong analytical skills with the ability to organize, interpret, and act on student attendance data accurately and with attention to detail
- Proficiency in MS Office, iWork, and/or Google Workspace, and comfort learning new software systems
- Excellent interpersonal and communication skills, with the ability to build trust with students, families, and school staff and to handle difficult conversations with empathy and professionalism
- Knowledge of principles and methods for customer service, and of basic administrative and office procedures
- Ability to work independently on-site while coordinating within a school-wide team
- Commitment to the mission of Cherry Hill Strong and to living out anti-oppressive values
- Outstanding integrity, professionalism, discretion, and sound judgment in handling confidential student and family information

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Crawling, Crouching/Kneeling, Sitting, Standing, Walking, Balancing, Carrying, Lifting, Climbing, Finger Dexterity, Multi-limb coordination, Pulling, Pushing, Reaching, Hearing, Color Vision
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Walking and standing for extended periods, local travel for home visits, and bending, reaching, and lifting up to 20 lbs. may be normal components in completing job duties

Candidates with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The company will engage in an interactive process with the employee and attempt to find a mutually workable solution.

Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.