



CENTRAL CATHOLIC  
HIGH SCHOOL

**Job Posting – Attendance Intervention Coordinator (Part-Time)**

**Part-Time Attendance Intervention Coordinator (10-month position)**

Central Catholic High School in Toledo, Ohio is seeking an Attendance Intervention Coordinator for the 2025-2026 school year. This individual will play a vital role in supporting student success by monitoring and addressing attendance concerns for Title I-eligible students. Responsibilities include, but are not limited to: running daily and weekly attendance reports; identifying at-risk students; communicating absences to administration, counselors, and through our student information system; reaching out to parents, students, and families to intervene; and coordinating intervention meetings with families, students, counselors, and administration. Further, this individual is responsible for maintaining detailed documentation of attendance data, intervention efforts, and parent communications, all of which serve as a foundation for both individual student support and broader school policy development.

This part-time position, funded by Title I, requires a commitment of 15–20 hours per week, with a minimum of three days on-site each week. Services will begin August 20, 2025 and run through May 22, 2026. This individual will provide Central Catholic and Toledo Public Schools with all required compliance documentation, including but not limited to student rank order, case documentation, parent communication logs, and an intervention schedule. Monthly invoices must include verified days and hours worked and will be submitted in accordance with Toledo Public Schools' net 30 payment terms.

Successful candidates must possess strong communication, organizational, and interpersonal skills. The individual must be computer proficient and have knowledge on PowerSchool, Microsoft Office, and Google Suite. All applicants must also have the willingness to support the mission and vision of Central Catholic High School. Interested candidates should send a cover letter with salary requirements and resume to the attention of Mr. Chad Huntebrinker at [jobs@centralcatholic.org](mailto:jobs@centralcatholic.org).