

CLASS TITLE: STUDENT SUPPORT AND ATTENDANCE SPECIALIST

BASIC FUNCTION:

Assist in enforcing school safety and attendance laws and requirements; help reduce barriers and process and maintain attendance referrals, work with DPP, courts, parents, and students to help students be more successful.

REPRESENTATIVE DUTIES:

- Assist in enforcing attendance laws.
- Work with juvenile court in matters involving school children.
- Process attendance referrals and send final notices as required.
- Independently visit homes of students to determine cause of non-attendance and serve notices.
- Perform any/all related duties as assigned by superintendent/designee.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Excellent organization skills, modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Assist in enforcing attendance laws and requirements.
- Process and maintain attendance referrals.
- Understand and follow oral and written directions.
- Work cooperatively with others and maintain a positive attitude at all times.
- Maintain records and prepare reports.
- Work independently with little direction.
- Maintain the utmost confidentiality and professionalism at all times.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, related work experience, as well as other qualifications deemed necessary by the superintendent.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Signature

Date

approved 6/9/15