

Job Title: **Attendance Officer**

Qualifications:

1. Certification in Counseling/Guidance, Social work, or Administration preferred.
2. Knowledge and understanding of strategies and techniques to assist at-risk children and families.
3. Prior experience working with children and families.
4. Positive attitude with strong interpersonal skills.
5. Ability to work with confidential and sensitive information in a professional manner.
6. Good technical skills.

Reports to: Superintendent

Job Goals: To work with school officials and others to enforce state laws designed to ensure that each student enrolled in the school district shall have full advantage of educational opportunities through regular school attendance.

Performance Responsibilities:

1. Maintain a working knowledge of compulsory attendance laws, Board policies, and administrative regulations regarding attendance, child welfare and discipline.
2. Maintain a working relationship with school administrators, teachers, guidance counselors, and school attendance clerks regarding students that are frequently tardy or absent and who have not responded to corrective efforts made by school administrators.
3. Investigate all cases of non-enrollment and non-attendance, frequent and repeated tardies and absences, provide follow-up and initiate petitions to juvenile court.
4. Maintain a working relationship with the courts, and Department of Human Resources, as well as other local agencies regarding child welfare, abuse and neglect.

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5. Using measurable indicators, prepare an annual report on attendance and drop-outs in the school district for the Superintendent.
6. Maintain records of Home Schooled students within the district.
7. Participate in professional development activities a minimum of three times each year to improve job effectiveness.
8. Perform other related duties assigned by the Superintendent.
9. Be regular and punctual in attendance and promptly comply in carrying out the duties of the position.
10. Maintain confidentiality in all Board of Education business.

Terms of Employment: Nine(9) months per year. Salary to be determined by Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved: November 16, 2004