

ATTENDANCE OFFICER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of an administrative position, the incumbent investigates student absenteeism and reports findings of truancy to school authorities. Incumbent is responsible for reviewing and following up on reports of student absenteeism and truancy. Incumbents must be fluent in both the Spanish and English languages. Supervision is not a function of this position.. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Reviews, investigates, and follows up on absentee reports obtained from school personnel;

Makes home visits to determine nature of absence (i.e. absent legally or truancy case);

Moves about the community during school hours and checks whereabouts of students reported in school census but not present in any school;

Reports investigative findings to appropriate school authority;

Reports suspected cases of parental abuse and neglect to Albany Central Registry;

Serves as a liaison between family court and the school system in cases where student is delinquent from school;

Initiates petitions to juvenile intake and represents the school district in court;

Serves as a liaison between the school system and parents, courts, community agencies, and police authorities;

Investigates and verifies the legal residency of students;

Prepares reports and assists the coordinator of special services in assignments as directed;

May use computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the community geography; good investigative skills; good interviewing skills; ability to establish and maintain effective working relationships with students, parents, school personnel, and community service personnel; ability to prepare written reports; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to use computer applications software; tact; courtesy; discretion; sound judgment; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of experience working with the public; or (b) an Associate's Degree; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Satisfactory completion of 30 credits may be substituted on a year for year basis for up to the two (2) years of the above experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.