

ATTENDANCE OFFICER

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. Supervision is not a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Monitors daily attendance data to identify students who are chronically absent and / or tardy from class / school and enforces school district attendance policy;

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

Makes home visits to determine nature of absence (i.e. absent legally or truancy case) and to assess barriers to attendance identifying underlying problems that may warrant interventions;

Reports investigative findings to appropriate school authority;

Reports suspected cases of parental abuse and neglect to proper authorities;

Counsels students regarding unverified / illegal absences;

Assists with implementing and monitoring strategies to support and improve regular school attendance such as incentives, monitoring and recognitions;

Maintains ongoing communication with parent / guardian to inform them of the student's absenteeism and provides them with resources to support positive school attendance;

Serves as a liaison between the school system and parents, courts, community agencies, and police authorities in cases where student is delinquent from school;

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

Investigates and verifies the legal residency of students;

Inputs attendance data into student information system and prepares attendance reports to highlight trends and outcomes;

Maintains attendance records ensuring confidentiality;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the characteristics, problems, needs and interests of youth; good knowledge of the community geography; good investigative skills; good interviewing skills; skill in dealing informally with children and youths; ability to establish and maintain effective working relationships with students, parents, school personnel, and community service personnel; ability to command the respect of others, with special emphasis on children and youths; ability to make accurate and objective observations; ability to prepare written reports; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; courtesy; integrity; 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 two (2) years of work experience which involved public contact*, one (1) year of which must have included experience working with youth in a community center, social service, recreational or educational setting.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for one (1) year of the above stated experience. There is no substitution for the one (1) year of specialized experience working with youth.

*DEFINITION: Public contact experience is defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.

School Districts
J.C.: Competitive
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Job Class Code: S158