

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Special Services/ Curriculum

TITLE: LEAD ATTENDANCE OFFICER

QUALIFICATIONS:

1. Bachelor's Degree (preferred);
2. High school diploma; college-level coursework in human behavior, child development or related field (required);
3. Valid New Jersey driver's license to travel district-wide to conduct home visits and visit sites;
4. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board;
5. Ability to maintain accurate records, strong organizational, communication and interpersonal skills;
6. Strong problem-solving skills and ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
7. Computer skills, including proficiency in Microsoft Office applications;
8. Demonstrate ability in professional collaboration with staff, parents, students and other community agencies;
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction /or Designed Administrator

JOB GOAL:

To work with schools, parents, and community to develop attendance program which encourages truant students to attend and participate in the educational process. To monitor student attendance to minimize tardiness and truancy problems that inhibits access to educational opportunities in accordance with law, regulations, and board policies.

PERFORMANCE RESPONSIBILITIES:

1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.
2. Supervises the keeping of daily attendance registers and tardiness records.
3. Collates monthly attendance reports from all schools and compiles monthly district wide attendance reports and prepares an annual report on attendance and related matters.
4. Counsels students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist or other professional staff member.

LEAD ATTENDANCE OFFICER (Continued)

5. Advises parents of their legal responsibility to ensure school attendance; issues five-day notices as required under law.
6. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
7. Handles all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions as required.
8. Investigates challenges to students' legal residence in accordance with law and board policy.
9. Decrease the occurrences of truant absences which impact on the Average Daily Attendance (ADA).
10. Develop community awareness and support for reducing truancy.
11. Improve communication between the school and parents of truant students.
12. Conduct an orientation session to inform district staff about project goals and objectives.
13. Establish procedural guidelines for processing truant students.
14. Investigates cases of unexcused and excessive absences and tardiness and enforces provisions of compulsory attendance laws.
15. Coordinate and assist as needed the canvassing of the community between the hours of 9:00am to 1:00pm.
16. Transport truant students to the center where they will be processed, logged and transported to their respective schools.
17. Acts as a resource person to the student, family, district and the community through constant communication with truant students and their family.
18. Provide monthly detailed report to Director of School Safety or designee of truant students and their progress.
19. Verifies addresses for all schools and all students new to the district and provide monthly report of homeless students.
20. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.
21. Perform related duties as assigned by the superintendent of his/her designee.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

LEAD ATTENDANCE OFFICER (Continued)

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:38-1	Attendance at school free of charge
N.J.S.A. 18A:38-25	Attendance required of children between six and 16; exceptions
N.J.S.A. 18A:38-26	Days when attendance required; exceptions
N.J.S.A. 18A:38-27	Truancy and juvenile delinquency defined
N.J.S.A. 18A:38-28	Truants' return to parents
N.J.S.A. 18A:38-29	Warning and arrest of vagrants or habitual truants
N.J.S.A. 18A:38-30	Assistance of sheriff, police officers, etc.
N.J.S.A. 18A:38-31	Violations of article by parents or guardians; penalties
N.J.S.A. 18A:38-32	District and county vocational school attendance officers' appointment
N.J.S.A. 18A:38-33	Tenure of attendance officers in city districts
N.J.S.A. 18A:38-34, -35	Attendance officers in counties other than counties of first class; duties; terms; salaries
N.J.A.C. 6A:16-10	Reporting of allegations of child abuse and neglect
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-8	Attendance and pupil accounting
N.J.A.C. 6A:32-13.1	Student attendance

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Approved by: Pleasantville Board of Education

Date: March 13, 2018