

## **Job Description**

### **BOARD OF EDUCATION DENVERVILLE**

**TITLE:** ATTENDANCE OFFICER

- QUALIFICATIONS:**
- 1. High school diploma; college-level coursework in human behavior, child development; or related field preferred**
  - 2. Valid New Jersey driver's license**
  - 3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board.**
  - 4. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity**
  - 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

**REPORTS TO:** Superintendent, his/her designee

**JOB GOAL:** To monitor student attendance to minimize tardiness and truancy problems that inhibit 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.**

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. **Performs all duties specified in state law, administration code and in accordance with board policy and procedures.**
10. **Performs other related duties as may be assigned by the superintendent or his/her designee.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified personnel.

**APPROVED: June 1, 2009**