

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ATTENDANCE OFFICER

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, and policies pertaining to attendance. Ability to communicate effectively, orally and in writing. Ability to interact with school personnel, students, and parents.

REPORTS TO:

Director, Student Services

JOB GOAL

To assist in resolving attendance problems of students of compulsory school age by working with school personnel, students, and parents / guardians.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Initiate contact with assigned schools on a regular basis.
- * (2) Act upon referrals from school personnel regarding unexplained absences, excessive absences, and truancy.
- * (3) Contact parents / guardians about student's absences.
- * (4) Advise students and parents / guardians of legal requirements and responsibilities related to compulsory school attendance.
- * (5) Monitor, with the school's assistance, the continued attendance of referred students.
- (6) Maintain contact with parent / guardian through home visits, telephone, and / or written communication.
- * (7) Maintain accurate and complete records of contacts with students, parents / guardians and other involved individuals and agencies.
- * (8) Report truants to appropriate District administrator for written notification to be sent to the parent / guardian.
- * (9) Initiate legal action, in accordance with District policy and procedures, if attendance problems remain unresolved.
- (10) Serve as liaison between school, parents, court, community agencies, and law enforcement authorities.
- *(11) Work closely with principals, guidance counselors, and other school personnel regarding students who are absent too frequently.
- *(12) Investigate complaints from the general public related to possible truant students.
- *(13) Report suspected child abuse / neglect in accordance with established procedures.
- (14) Refer student and / or parent / guardian to community services when appropriate.
- (15) Provide information to students and parent / guardian about programs and services which might be available, such as adult education, drop-out prevention programs, alternative school programs, or other options for complying with the compulsory school attendance laws.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Classified Personnel Salary Schedule