

ROCELLE PARK SCHOOL DISTRICT JOB DESCRIPTION MANUAL

Student Services

NONCERTIFIED

TITLE: ATTENDANCE OFFICER

QUALIFICATIONS:

1. High school diploma; training, prior experience or college-level coursework in human behavior, child development, law enforcement; 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. Ability to maintain confidentiality in all situations and interactions.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

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 contact with the school to monitor concerns of undocumented absences and excessive tardiness; residency verification; confers with parents and makes home calls when necessary.
2. 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.
3. Advises parents of their legal responsibility to ensure school attendance and residency;
4. Confers as needed with the superintendent, building principal, school nurse, teachers and child study team members regarding students who are chronically absent/tardy.
5. Investigates challenges to students' legal residence in accordance with law and board policy. Reports a summary of such investigations to the superintendent or his/her designee.
6. Maintains confidentiality of matters of concern and or investigation.
7. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.
8. 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.

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

Approved by: Rochelle Park Board of Education

Date: May 2021

ATTENDANCE OFFICER (continued)

Revised:

LEGAL REFERENCES:

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

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