

MONTCLAIR PUBLIC SCHOOLS
JOB DESCRIPTION

Position Title: **Attendance Officer**

Qualifications:

- **Have at least a High School Diploma; college credits preferred.**
- **Hold and maintain a valid driver's license with no serious violations and have a vehicle for transportation.**
- **Be community oriented, preferably with experience in youth programs or school activities.**
- **Demonstrate ability to work well with the community at large, including parents/caregivers and students.**
- **Have excellent integrity and demonstrate good moral character and initiative.**
- **Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents/caregivers, and the community.**
- **Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.**
- **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.**
- **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.**
- **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.**
- **Meet such alternatives to the above qualifications as the Director of Operations and School Support Services may find appropriate and acceptable.**

Reports to: **Director of Operations and School Support Services**

Job Goal: **The Attendance Officer shall serve the educational process by helping to ensure students develop and maintain good attendance practices and that parents/caregivers support the attendance requirements of the school district. The Attendance Officer shall act as a liaison between parent/community and the district to support good attendance practices of students.**

Performance Responsibilities:

- **Provide technical assistance to parents/caregivers in helping to develop the skills needed to function effectively in a working relationship between home, school and community.**
- **Make visits to students' residences to help develop healthy, positive family attitudes towards academic success, attendance at school, and student growth and development.**
- **Assist in developing and maintaining home visitation records.**
- **Ascertain the level of parents/caregivers and students' educational values and make recommendations for changes as necessary.**
- **Complete reports of any noted conditions which may be a detriment to the safety, welfare or education of the student.**

- **Work closely with building principals in the monitoring of individual student's participation in school, academic, work, and extracurricular activities.**
- **Consult with building principals, guidance counselors, Child Study Team members and parents/caregivers regarding improving the students' attitudes towards their attendance impacting educational achievement and/or behavior.**
- **Submit written reports to the Director of Operations and School Support Services and principals regarding the necessity of court actions against habitual offenders. And, maintain appropriate records in each school and in a central file to which the student is assigned.**
- **Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming, and an effective work ethic.**
- **Participate in appropriate trainings, in-service trainings and workshop programs, and attend all required meetings.**
- **Display ethical behavior in working with students, parents/caregivers, school personnel, and outside agencies associated with the school.**
- **Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.**
- **Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.**
- **Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Operations and School Support Services/designee and not otherwise prohibited by law or regulation.**

Terms of Employment: 12 months or as determined by the Board; salary and benefits as negotiated by the Superintendent.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy.

Established: 02/23 /2016

E.O.A.A.E. M/F/H/V