

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **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:** Principal, Superintendent, and/or 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 within the school 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; compiles monthly attendance reports and prepares an annual report on attendance and related matters.
4. Collaborates with administration and/or guidance to counsel students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a professional staff member.
5. Collaborates with administration and/or guidance to advise parents of their legal responsibility to ensure school attendance; issues five, ten and eighteen day absentee notices.
6. Confers regularly with building principal and district administrators, if necessary.
7. Collaborates with administration and/or guidance with handling all court matters pertaining to attendance problems; prepares necessary reports; and attends interventions, pre-trial conferences and/or court sessions as required.
8. Collaborates with administration and/or guidance to investigate challenges to students' legal residence in accordance with law and board policy.

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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 State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

### 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. 6:3-9	Attendance and pupil accounting
N.J.A.C. 6:8-2.7(a)1	Pupil attendance
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
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

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