

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Attendance Investigator

II. PRIMARY FUNCTION

To enforce school attendance requirement in accordance with New Jersey Statutes and Board of Education policies and regulations

III. REPORTS TO

Director of Enrollment/Crisis Management/Summer Programs
Building Principal or designee

IV. QUALIFICATIONS

- High School diploma or equivalent
- Valid New Jersey driver's license
- Own transportation
- Knowledge of community
- Good communication skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Investigates and obtains facts regarding absences and resident status
- Makes home contact to review New Jersey Statutes, Title 18A:38-25 through 31 in regard to parental/guardian responsibility
- Investigates types of student absences and makes appropriate reports to the schools
- Maintains records of home visits, telephone contacts and communications sent to parents
- Collects information on possible referrals to child study teams when attendance is a factor
- Prepares cases and executes appropriate documents when legal action is necessary in attendance/truancy cases
- Functions as a liaison between the school district and the Juvenile Division of the police department and other community agencies in truancy cases
- Assist at the Enrollment Center, when needed
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/ESEA contract

/ib
Job Description/Section IX ATTENDANCE INVESTIGATOR

APPROVED: November 22, 2010