

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### STUDENT SERVICES

### Administrative Regulations

TITLE: ATTENDANCE OFFICER

- QUALIFICATIONS:
1. High school diploma; college-level coursework in human behavior, child development; or related field preferred
  2. Valid New Jersey drivers 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: 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 daily contact with all schools 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 from all schools and compiles monthly district wide attendance reports and prepares an annual report on attendance and related matters.
  4. 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.
  5. Advises parents of their legal responsibility to ensure school

attendance; issues five-day notices as required under law.

6. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
7. Handles all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions as required.
8. Investigates challenges to students' legal residence in accordance with law and board policy.
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 provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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.S.A. 6A:16-10	Reporting of allegations of child abuse and neglect
N.J.S.A. 6A:17	Students at risk of not receiving a public education
N.J.S.A. 6A:32-6	School employee physical examinations
N.J.S.A. 6A:32-8	Attendance and pupil accounting
N.J.S.A. 6A:32-13.1	Student attendance

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