

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****TRUANCY OFFICER/DROP-OUT PREVENTION SPECIALIST****JOB GOAL**

To track attendance and follow up on excessive absenteeism and assist in the development, implementation and monitoring of activities and services at school that target drop-outs and attendance of students at risk of leaving school. To conduct home visits for the purpose of residency verification and truancy.

**QUALIFICATIONS**

1. Substitute Teaching Certificate.
2. Experience working with students preferred.
3. Bilingual skills in English/Spanish preferred.
4. Valid New Jersey driver's license.
5. Such alternative to the above requirements as Administration may deem appropriate and acceptable.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Receive referrals from designated sources for attendance, lateness, residency or other matters.
2. Complete home visits, telephone contacts, and attendance conference with Principal or designee.
3. Provide address verification reports to administration and registrar.
4. Maintain records of contacts and referrals for use in truancy matters.
5. Meet with CST's, Guidance and Administration regarding attendance matters when necessary.
6. Submit monthly reports including data analysis of student attendance issues and tasks completed (referrals received and contacts made).
7. Schedule attendance meetings to be held with parents; present attendance data in a clear and concise manner, while also providing information about ways to improve attendance issues.
8. Develop positive behavior support for attendance, provides incentives and recognition certificates.
9. Promote attendance at school through communication with parents and community, and visits to classrooms.
10. Serve legal documents and appear in Court when requested by the Principal.
11. Submit reports in writing every month to the Principal or designee.
12. Attend Professional Development related to attendance.
13. Provide early identification of student at risk of failing or leaving school and apply appropriate intervention.
14. Serve as a resource and liaison between school, home, law enforcement (SROs), and community/agencies concerning student attendance-related problems and issues.
15. Collect, interpret and use student attendance data to develop strategies addressing dropout prevention.
16. Meet with school personnel, and others who work with "high risk" youth to provide a linkage with dropout prevention efforts.
17. Establish a professional rapport with students. Communicate regularly with parents, seeking their support and advice, to create a cooperative relationship to support the student in the school.
18. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
19. Perform other related duties as assigned by the Principal.

**ESSENTIAL SKILLS/ABILITIES**

1. Leadership, organization, instructional and management skills.
2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
3. Attention to detail with a focus on thoroughness and quality.
4. High integrity and ethical standards.
5. Knowledge of computer and software programs.
6. Regular attendance.
7. Prolonged periods sitting at a desk and working on a computer.
8. Maintain and submit clean driving abstract annually.
9. Ability to traverse school facility and grounds.

**REPORTS TO**

Principal, District Supervisors, Chief Academic Officer or designee(s).

**TERMS OF EMPLOYMENT**

Salary as per CRBOE. September 1 to June 30 of each school year with possible summer hours.

**EVALUATION**

Performance of the job will be evaluated by the Principal, District Supervisors, Chief Academic Officer or designee(s).

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **May 29, 2024**