



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Attendance Officer

(DRAFT: 06/08/2022)

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Qualifications:

1. High school diploma
2. Demonstrated office skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Principal

Supervises: Student Aides

Job Goal: To monitor student attendance to minimize tardiness and truancy problems that inhibits access to educational opportunities in accordance with law, regulations and board policies.

Performance Responsibilities:

1. Implement necessary procedures to monitor student attendance by maintaining entire attendance records, mandated by N.J.S.A. and N.J.A.C.,
2. Keep accurate and up-to-date attendance records of each student.
3. Approve and record all signing in and signing out of the students.
4. Notify Assistant Principals' offices and Guidance of students whose absences are expected to be lengthy due to illness, injury, etc.
5. Prepare and mail attendance letters to the homes of students every five, ten, twelve and over twelve days of absences.
6. Prepare and submit Enrollment Report and Attendance Letters Report for the monthly Board of Education meetings.
7. Submit discipline referrals of truant students to the Assistant Principals.
8. Monitor and record attendance of Vocational School students.
9. Annually prepare the end of year state mandated attendance reports.
10. Supply students with attendance information and printouts upon request.
11. Maintain separate files for each student containing notes supporting absences, latenesses, early dismissals and any other pertinent information.
12. Inform Administration on a weekly basis of the ineligibility of students due to excessive attendance.
13. Coordinates the referral process for schools reporting attendance issues. Reviews referrals and sends out notice of non-attendance along with other necessary legal documents. Determines the direction of investigation and level of involvement necessary for corrective change.
14. Communicates with parents/guardians on matters involving student attendance.
15. Advises parents and students on the necessity for regular attendance, providing information about State requirements and school District rules and regulations.
16. Assists in the identification of students with social, emotional and academic needs that may affect school attendance. As needed, refers students/families to appropriate community agencies.
17. Researches and/or traces student's change of home address, telephone number or school when needed.
18. Develops, establishes and coordinates community resource contacts. Maintains information systems on available community resources for use by schools and families.



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19. Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance.
  20. Serves as a liaison between the District and local agencies such as social services, court services, and local law enforcement regarding student truancy.
  21. Acts as a resource to administrators, school counselors, teachers, and health service personnel regarding attendance programs, interpretation of policies/laws, and record keeping requirements.
  22. Act as the petitioning agent to the court for the school in cases where students are in continual violation of compulsory attendance law after multiple interventions.
  23. Prepares information for formal hearings/court cases. Represents the school when attendance cases are scheduled for court hearings.
  24. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300

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Signature

Date