



PLEASE POST

REGINA ARMSTRONG
Interim Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

December 15, 2023

JOB POSTING # 161

2023-2024 SCHOOL YEAR VACANCY

This position is subject to Civil Service approval

POSITION: **ATTENDANCE AIDE**

JOB DUTIES:

- Assist attendance staff in visiting homes of absent students, to report the child's absence from school and determine the cause of absence
- Submit written documentation of visits to their supervisor
- Meet weekly with supervisor to review cases

LOCATION: Central Registration

COMPENSATION: Contractual

CLOSING DATE: December 22, 2023

APPLICATION PROCEDURES: Candidates must apply on www.olasjobs.org/longisland. Interested, qualified candidates should submit a letter of interest and resume.

Rodney Gilmore, Ed. D.

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Associate Superintendent for Human Resources

We are an Equal Opportunity Employer