

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

STUDENT ATTENDANCE
1835 - Coordinator of Compulsory School
Attendance and Student Accounting
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JOB TITLE: **Compulsory School Attendance and Student Accounting
Coordinator**

REPORTS TO: Manager of Non-Traditional Programs

NATURE AND SCOPE OF JOB:

The Compulsory School Attendance and Student Accounting Coordinator will implement the District and State policies and procedures on attendance to achieve the district's vision of students being in school daily. The coordinator will use a centralized data driven inquiry approach in collaboration with the MIS department and the use of Infinite Campus to identify attendance trends, strategies, and interventions. The coordinator will analyze data and work with district administration, internal departments, district attendance review committees, building administrators, school site student support committees (within PBSIS and SIP plan teams) and the community to cultivate collaborative relationships that will reduce absenteeism and achieve the districts' average daily attendance percentage. Coordinators will monitor daily student attendance, truancy, drop-out prevention, and develop strategies and interventions tailored to meeting the needs of the district and schools individually.

QUALIFICATIONS:

The Compulsory School Attendance and Student Accounting Coordinator shall:

1. Hold a Bachelor's Degree from an accredited college or university or ten (10) years of experience in information management and data analysis.
2. Have experience working in a multicultural/urban environment.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent administrative and/or teaching experience.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of student discipline, attendance, truancy, and dropout prevention.

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8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

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Compulsory School Attendance and Student Accounting Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Compulsory School Attendance and Student Accounting Coordinator shall:

1. Assess attendance data and trends to identify schools in need of tailored interventions and strategies to improve attendance.
2. Develop interventions and strategies that improve attendance, instructional time, and family involvement.
3. Develop strategies to improve the customer service within school; team building on healthy school cultures and climates.
4. Create a collaborative relationship between schools, parents, and central office staff in meeting the immediate needs of families.
5. Assist in coordination of District –wide programs and campaigns that reflect student attendance toward improving truancy, dropout prevention, and student discipline.
6. Coordinate the assignments of CSASA Data Entry Clerks and Field Investigators on attendance data, interventions, and strategies that facilitate the needs of schools, parents, and students.
7. Review student attendance and dropout data for the purpose of monitoring progress and identifying deficiencies.
8. Work with community organizations to develop collaborative relationships that will embellish the district’s message on the importance of student daily attendance.
9. Assist school personnel in developing and implementing a healthy culture and climate.
10. Encourage schools to develop positive reinforcements and recognition for staff and students.

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11. Develop professional development on attendance interventions and strategies.
12. Work with district administration to develop transitional programs for elementary and high school students.
13. Work with district administration to develop alternative programs and processes to reduce out of school suspensions.
14. Monitor and assess data to ensure implementation of policies and procedures, interventions and strategies are effective for all schools.
15. Work with Director to create or enhance partnerships and collaboration with community and state agencies to provide services to students and families that may be affecting their attendance.
16. In conjunction with the Legal department, represent the District in all student truancy cases before the Paterson Municipal Court.
17. Implement goals and procedures necessary to satisfy standards set forth in the annual Strategic Plan and other District objectives.
18. Establish and maintain relationships with community and individuals interested in contributing to the success of pupils.
19. Recommend policies and procedures that promote a healthy and supportive school environment.
20. Collaborate with Principals or School attendance designee to develop interventions and strategies needed to improve student daily attendance.
21. Visit schools as required to make appropriate assessments.
22. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
23. Attend required staff meetings and serve, as appropriate, on staff committees.
24. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

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25. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
26. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Non-Traditional Programs, Chief Reform and Innovations Officer and Assistant Superintendents and not otherwise prohibited by law or regulation.
27. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Manager of Non-Traditional Programs shall evaluate the Coordinator in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

10-28-2014

Date