

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS
**4164 School Community Liaison/
Attendance Officer**
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REVISED

JOB TITLE: **SCHOOL COMMUNITY LIAISON/ATTENDANCE
OFFICER**

REPORTS TO: **Coordinator of Student Attendance and Special Investigations Officer**

SUPERVISES: **Student Attendance**

NATURE AND SCOPE OF JOB:

The School Community Liaison/Attendance Officer shall serve the educational process by ensuring students develop and maintain good attendance practices and that parents support the attendance requirements of the school district. The School Community Liaison/Attendance Officer shall act as a liaison between the community and the school to which he/she is assigned.

QUALIFICATIONS:

The School Community Liaison/Attendance Officer shall:

1. Have at least a High School Diploma.
2. Hold and maintain a valid driver's license with no serious violations and have a vehicle for transportation.
3. Be community oriented, preferably with experience in youth programs or school activities.
4. Demonstrate ability to work well with the community at large, including parents and students.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. 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.

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9. 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.
10. 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.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
12. Meet such alternatives to the above qualifications as the Assistant Superintendent For Pupil Personnel Services may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The School Community Liaison/Attendance Officer shall be employed under the following terms: N/A

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Community Liaison/Attendance Officer shall:

1. Provide technical assistance to parents in developing the skills needed to function effectively in a working relationship between home, school and community.
2. Make visits to student's residences to develop healthy, positive family attitudes towards academic success, attendance at school and student growth and development.

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3. Assist in developing and maintaining home visitation records.
4. Ascertain the level of parents and student's educational values and make recommendations for changes as necessary.
5. Complete reports of any noted conditions which may be a detriment to the safety, welfare or education of the student.
6. Work closely with building principals in the monitoring of individual student's participation in school, academic, work and extracurricular activities.
7. Consult with building principals, guidance counselors, child study team members and parents/guardians regarding improving the student's attitudes towards their educational achievement, attendance and/or behavior.
8. Submit written reports to building principals and the Coordinator of Student Attendance and Residency Verification regarding the necessity of court actions against habitual offenders. And, maintain appropriate records in each school to which the School Community Liaison/Attendance Officer has been assigned.
9. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming, and an effective work ethic.
10. Participate in appropriate in-service and workshop programs and attend all required meetings.
11. Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
13. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Student Attendance and Residency Verification, Building Principals or the Director of Guidance, Attendance and Health Services and not otherwise prohibited by law or regulation.

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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:

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.

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EVALUATION:

The Principal in collaboration with the Coordinator of Student Attendance and Special Investigations Officer shall evaluate the School Community Liaison/Attendance Officer in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

2/2/09
Date