JOB DESCRIPTION
Campbell County School District
ATTENDANCE SUPERVISOR

The role of this job is to oversee and enforce the compulsory school attendance laws in the State of Tennessee. The Attendance Supervisor supports the district's efforts to reduce truancy, improve student attendance, and ensure compliance with all applicable state statutes, including T.C.A. § 49-6-3006, § 49-6-3007, and§ 49-6-3009. The position includes working with families, schools, and courts to address attendance barriers and ensure accurate reporting and intervention practices.

Qualifications

- Bachelor's degree required; Master's degree preferred in education
- Minimum of three years of experience in education, social services, or juvenile court systems
- Strong knowledge of Tennessee school attendance laws and truancy procedures
- Excellent written, verbal, interpersonal, and technology skills
- Ability to maintain confidentiality and interact professionally with students, families, law enforcement, and school personnel
- Strong organizational skills and the ability to manage multiple responsibilities
- Must possess a valid driver's license and reliable transportation
- Licensure and training as required by the Tennessee State Board of Education for Attendance Supervisors

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Responsibilities

- Report to the Director of Schools/Assistant Director of Schools
- Keep information confidential at all times
- Monitor and enforce compulsory attendance laws as outlined in T.C.A. § 49-6-3006
- Notify parents/guardians of unexcused absences as required by law
- Implement progressive truancy interventions in accordance with T.C.A. § 49-6-3009 prior to juvenile court referral
- Coordinate and monitor attendance data across all schools
- Work collaboratively with principals, school counselors, and support staff to identify and address barriers to regular school attendance
- Provide training and technical assistance to school-based attendance personnel
- Maintain accurate records of attendance interventions, parent contacts, and student compliance
- Assist in developing truancy plans and providing alternative educational options for chronically absent students

- Prepare required reports and documentation for state agencies, the Department of Safety, and other appropriate entities (e.g., driver's license revocations due to withdrawal or chronic absenteeism)
- Participate in court proceedings related to truancy, including presenting documentation and case information
- Serve as the liaison between the school district and juvenile court or other social agencies regarding attendance issues
- Attend professional development and training as required by the state or district

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The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools/Assistant Director of Schools. Campbell County Schools reserves the right to update, revise, or change this job description and related duties at any time.

I acknowledge that I have read the job description for Attendance Supervisor

Name (Print): _____
Signature: _____
Date: _____