

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

ATTENDANCE OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Computer proficiency.
- (3) Valid Florida driver's license with good driving record.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and maintain effective working relationships with faculty, staff, students, parents. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to prepare and maintain accurate records and reports. Ability to take initiative to begin projects without supervision. Ability to exercise independent judgment in assigned duties. Ability to work independently to make decisions with minimum supervision. Knowledge of county geography and roads. Basic understanding and knowledge of current technology. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to student attendance. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Director of Student Services

JOB GOAL

To assist school personnel with problems of attendance. Serve as liaison between school and home, and between school and community agencies.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist in the identification of potential dropout students from parent and student referrals.
- *(2) Provide accurate and timely information to parents and students about student attendance.
- *(3) Respond to parental referrals for special assistance as needed.
- *(4) Apprehend and return truant students to school.
- *(5) Serve as liaison with students, parents, district staff and community personnel in working toward resolving problems of truancy, delinquency, child abuse and problems in the home.

Attendance Officer - Continued

- *(6) Use time effectively.
- *(7) Enforce school rules, administrative regulations and Board policies.
- *(8) Establish and maintain effective and efficient record keeping procedures.
- *(9) Use technology resources effectively.
- *(10) Manage materials and equipment effectively.
- *(11) Serve in any capacity as may be necessary in an emergency.
- *(12) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- *(13) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- *(14) Communicate effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(15) Collaborate with other professionals and parents after recognizing student distress or abuse.
- *(16) Collaborate with peers and other professionals to enhance student attendance and learning.
- *(17) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(20) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(21) Ensure adherence to good safety standards.
- *(22) Maintain confidentiality regarding school/workplace matters.
- *(23) Model and maintain high ethical standards.
- *(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(26) Exercise service orientation when working with others.
- *(27) Keep supervisor informed of potential problems or unusual events.
- *(28) Use effective, positive interpersonal communication skills.
- *(29) Respond to inquiries and concerns in a timely manner.
- *(30) Serve on school/district committees as required or appropriate.

System Support

- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(33) Demonstrate support for the school district and its goals and priorities.
- *(34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(36) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

Attendance Officer - Continued

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 05

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: May 8, 2012