

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### OFFICER -- ATTENDANCE

#### JOB DESCRIPTION

<b>JOB CODE:</b>	611300	<b>BARGAINING UNIT ELIGIBILITY:</b>	Yes
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	25
		<b>SALARY SCHEDULE:</b>	Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED; Associate's Degree from an approved educational institution, preferred.
- (2) Minimum of two (2) years successful experience in K-12 education or working with children.
- (3) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with faculty, staff, students, parents and community/government agencies. Skill in the operation of standard office equipment and computers. Ability to maintain confidentiality. Skill in handling constituent's problems, concerns and emotional distress with sensitivity and tact. 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. Ability to communicate effectively both orally and in writing. Ability to operate a motor vehicle.

#### REPORTS TO:

Work-Site Supervisor

#### JOB GOAL

To plan and coordinate effective truancy interventions and monitor student attendance.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Plan, initiate and carry to completion a variety of assignments and work requirements related to student attendance.
- \*(2) Serve as liaison with students, parents, school and District staff and community agencies in working toward resolving problems of truancy, delinquency, child abuse and problems in the home.
- \*(3) Assist in the identification of potential dropout students from parent and school referrals.
- \*(4) Identify appropriate educational/training programs and refer students to programs.
- \*(5) Respond to parental referrals for special assistance as needed.
- \*(6) Assist District administration with truancy proceedings.
- \*(7) Maintain daily vehicle logs.

## OFFICER -- ATTENDANCE (Continued)

- \* (8) Adhere to applicable safety standards.
- \* (9) Attend all staff meetings and workshops.
- \* (10) Assist with maintaining a clean and orderly environment.
- \* (11) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (12) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (13) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (14) Demonstrate initiative in the performance of assigned responsibilities.
- \* (15) Demonstrate support for the school district and its goals and priorities.
- \* (16) Exhibit interpersonal skills as an effective team member.
- \* (17) Follow attendance, punctuality and proper dress rules.
- \* (18) Maintain confidentiality regarding school/workplace matters.
- \* (19) Maintain expertise in assigned area.
- \* (20) Manage time efficiently.
- \* (21) Model and maintain high ethical standards.
- \* (22) Participate in cross-training activities as required.
- \* (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (24) Prepare all required reports and maintain updated and accurate records.
- \* (25) Represent the District in a positive and professional manner.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Serve on school/district committees as required or appropriate.
- (28) Perform other duties as assigned.
- \* (29) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

## PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

## TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## EVALUATION:

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

## Job Description Addendum No. 10

Adopted 8/2/11