

South Burlington School District Job Description

Job Title: Attendance Officer
Location: South Burlington High School
Job Group: Non-Union
Pay Level: Non Exempt, Grade 5
Reports To: SBHS Principal

Summary: Collaborates with school administration, staff, and local agencies to reduce student absenteeism. Responsible for tracking student attendance and works with students and their families to promote school attendance. Takes appropriate steps to curb student truancy.

Essential Duties and Responsibilities:

1. Monitors student attendance and identifies prolonged and unexcused absences. Assesses each situation for appropriate intervention.
 - a. Coordinates with parents/guardians to help improve their student's attendance by providing training and parental supports when required.
 - b. Conducts home and school visits as designated by the school administration.
 - c. Maintains data on attendance patterns and identifies key areas of concern for school administration.
 - d. Assists in attendance record management systems, updates and/or amends records to ensure accuracy prior to finalizing official register.
2. Follows established procedures for managing truancy including but not limited to:
 - a. Organizing and facilitating meetings; participates in EST or other student management team meetings.
 - b. Generating and disseminating letters and truancy affidavits.
 - c. Coordinating efforts with school departments, court personnel, local agencies, and families.
 - d. Providing resource referrals, mediation, and strategies for student success.
3. Maintains records and pertinent student information, collects attendance data, and generates periodic reports.
4. Keeps current on best practices and researches methods for managing truancy and related issues. Serves as an advocate by organizing and facilitating the school's effort for greater management of student attendance.
5. Recommends measures for improving learning environment to supervisor/principal.
6. May assume other responsibilities as assigned.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Must also demonstrate the ability to assume independent responsibility and take appropriate action at times.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: College graduate or equivalent.

Language Skills: Ability to read and interpret documents such as policies, procedures, legal rulings, court orders and instructions. A high degree of interpersonal skill and the ability to communicate effectively in all types of situations with various people is required.

Mathematical Skills: Basic math skills including addition, subtraction.

Reasoning Ability: Ability to assess and identify problems, evaluate develop possible solutions and implement actions to address a wide array of problems and deal with a variety of situations where some standardization exists. Ability to interpret written, oral, diagram, or scheduled instructions.

Other Skills and Abilities: Knowledge of adolescent development and appropriate and effective behavior change techniques. Computer literate. Experienced in working with adolescents. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service. Regular attendance in accordance with established work schedule.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

The employee is required to walk, climb stairs, stand for long periods and sometimes sit. The position frequently requires talking, hearing short and long-range vision. Occasionally the position requires the use of hands and fingers to manipulate keyboards, phones and office equipment. The ability to use computers to maintain records and draft reports is required. The ability to speak with conviction and authority, yet maintain the self esteem of others is required.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Work is performed outside and inside.

Terms of Employment: School Year

Pay Level: Non Exempt

Evaluation: Annually

Date accepted: 7/24/18/PB

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned. The Board reserves the right to amend the requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____