

DISTRICT ATTENDANCE OFFICER

Purpose Statement

The job of District Attendance Officer was established for the purpose/s of interpreting and enforcing the school district's Attendance Policy, and the State of Wyoming's Mandatory School Attendance Statutes and related laws.

This job reports to Director of Student Support Services

Essential Functions

- Attends a variety of meetings (e.g. with parents, students, administrators, probation officers, judges, diversion officers, and court hearings, etc.) for the purpose of gathering, disseminating, and presenting relevant information (includes school attendance, discipline, and grade reports, etc.).
- Collaborates with district personnel (e.g. administrators, principals, attendance clerks, etc.) for the purpose of ensuring compliance with state statutes and district policies and regulations.
- Collaborates with parents of at-risk and delinquent students for the purpose of getting the student to attend school.
- Collaborates with the court system and various service organizations (e.g. 7th Judicial Court, District Attorney's Office, defense attorneys, and Department of Family Services (DFS), CHINS specialists, Multi-Disciplinary Teams (MDT's), etc.) for the purpose of providing pre-court interventions, counsel, and a procedure to process the most chronic truancy offenders into District Court.
- Communicates with various community organizations (e.g. the media, local businesses, service organizations and clubs, etc.) for the purpose of providing information.
- Conducts home visits for the purpose of determining why the student is truant and making parent contacts.
- Coordinates with various government agencies (e.g. local law enforcement, DFS, applicable district personnel, etc.) for the purpose of gathering and disseminating information, and soliciting/ensuring assistance in conducting safe home visits.
- Creates documents for the purpose of communicating accurately and effectively with a variety of populations (school, parents, attorneys, judges, probation officers, diversion officers, and DFS workers, etc.).
- Develops an attendance protocol based on the district's attendance policy and state statutes for the purpose of ensuring the protocol meets all applicable laws, rules and regulations.
- Investigates student attendance records for the purpose of ensuring chronic offenders are brought into District Court.
- Maintains documents, files and records (manual and electronic) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Recognizes students and/or adults under the influence of drugs or alcohol for the purpose of reporting to law enforcement.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent state statutes, policies, legal system including regulations and/or laws; community resources, business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with detailed information/data; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Truancy Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2014

Salary Grade

Exempt 69X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____