

LACEY TOWNSHIP SCHOOLS

ATTENDANCE OFFICER

- QUALIFICATIONS:
1. High School diploma.
  2. Prior experience in school attendance/security preferred.
  3. Ability to meet and deal with the public.
  4. Ability to react calmly under stress situations and to cope with student problems and concerns.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

JOB GOAL: To assist the administration in providing services to students with attendance-related problems; to provide enrollment and attendance data to the administration; to refer chronic absentees and/or their parents to court; to consult with the administration and other school personnel in establishing programs to prevent student absence; to provide security of building, grounds, and property.

PERFORMANCE RESPONSIBILITIES:

1. Provides daily accounting of students absent from school or tardy to school by processing notes and phone calls and by making direct contact with parents as needed.
2. Oversees the efficient and effective operation of the attendance office.
3. Interviews parents and children in their homes, informs the school of his findings, and makes appropriate recommendations.
4. Identifies chronic absentees who need more intensive assistance and refers them to the appropriate school personnel.
5. Moves about the community during school hours, providing immediate service to students who are on the streets or in public places.
6. Cooperates with other school personnel in identifying and helping potential school dropouts.
7. Refers to administration chronic absentees and/or their parents when these students fail to respond to regular administrative and pupil personnel services.
8. Serves as liaison between the juvenile authorities and the school district in cases where students have been delinquent outside of school.
9. Advises and consults with the Child Study Team concerning the attendance problems of students who are subject to its deliberations.

10. Assists school administrators in dealing with emergency situations.
11. Transports students from school to home when their immediate removal from school is necessary and no other means of transportation are available.
12. Consults with administrators and other school personnel in setting up and maintaining school programs that are designed to prevent student absence.
13. Supervises the preparation of monthly and annual reports to school administrators concerning pupil enrollment, attendance, withdrawals, and admissions.
14. Conducts a periodic surveillance of the school building, grounds, and property to discourage incidences of vandalism and theft.
15. Immediately reports observed damage or loss to the building principal.
16. Discourages littering of school grounds.
17. Protects vehicles from acts of vandalism and theft.
18. Checks all vehicles to ascertain that school registration decals are properly affixed.
19. Reports to the building administration all parked cars with lights on, flat tires, or other conditions which may render them inoperable.
20. Enforces the school's parking regulations, insuring that all cars are parked only in designated parking areas.
21. Controls all vehicular traffic, keeping school bus lanes and parking areas clear and requiring that vehicles which deposit or pick up students do so only in designated areas.
22. Prevents speeding or reckless and careless driving on school driveways and parking areas.
23. Prevents students from gathering in parked cars before, during, and after the school day, particularly during lunch.
24. Ascertains the business of all persons appearing on school property. Persons who are unable to produce evidence of proper intent should be escorted from school grounds; all others should be directed to the principal's office.
25. Discourages the loitering of students in areas outside of the school building and enforces the school's smoking regulations. Reports violators to the administration.
26. Following student and staff dismissal or when directed by the administration,

tours school buildings and grounds to insure that all students still present are properly supervised and that unauthorized visitors are not present on school premises.

27. Performs such other tasks as assigned by the high school principal.

TERMS OF EMPLOYMENT: Ten months. Salary to be determined by the Board of Education.

EVALUATION: Performance of responsibilities will be evaluated in accordance with established procedures.

Approved: LACEY TOWNSHIP BOARD OF EDUCATION Date: JUN 1 1981