

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: ATTENDANCE OFFICER

QUALIFICATIONS:

1. High school diploma; college-level coursework in human behavior, child development; or related field preferred
2. Valid New Jersey driver's license
3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board.
4. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent, his/her designee

JOB GOAL: To monitor student attendance to minimize tardiness and truancy problems which inhibit access to educational opportunities in accordance with law, regulations and board policies?

Specific Duties and Responsibilities:

1. Maintains contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.
2. Confers regularly with building principals regarding students who are chronically absent/tardy.
3. Investigates challenges to students' legal residence in accordance with law and board policy.
4. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.
5. Performs other related duties as may be assigned by the superintendent or his/her designee.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

BOARD APPROVED: May 27, 2014