

SCHOOL DISTRICT OF BAKER COUNTY
ATTENDANCE ASSISTANT / TRUANCY OFFICER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor’s degree in a related field from an accredited educational institution.
- (2) Valid Florida driver’s license.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and maintain effective working relationships with faculty, staff, students, parents and community/government agencies. Skill in the operation of standard up-to-date computer applications. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to handle 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.

REPORTS TO:

Director of Director of Student Services & Exceptional Student Education

JOB GOAL

To plan and coordinate student attendance and minimize interruptions in student education, assist in planning and coordinating dropout prevention interventions with the Dropout Prevention Coordinator.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Plan, initiate and carry to completion a variety of assignments and work requirements related to potential dropout and truant students.

Climate/Learning Environment

- *(2) Establish a positive and supportive environment for an effective attendance program.
- *(3) Encourage consistent attendance at school.
- *(4) Demonstrate respect for diverse perspectives, ideas and options.
- *(5) Accept and value students from diverse cultures and treat all students equitably.
- *(6) Assist students in setting goals and assuming responsibility.

Administrative/Management

- *(7) Use time effectively.

TRUANCY OFFICER (Continued)

- * (8) Enforce school rules, administrative regulations and Board policies.
- * (9) Establish and maintain effective and efficient record keeping procedures.
- * (10) Use technology resources effectively.

Assessment/Evaluation

- * (11) Assist in the identification of potential dropout students from parent and student referrals.
- * (12) Interpret data including but not limited to standardized and other test results for diagnosis, planning and program evaluation.
- * (13) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.
- * (14) Assist in evaluating the effectiveness of the program.

Intervention/Direct Services

- * (15) Identify appropriate educational/training programs and refer students to programs.
- * (16) Respond to parental referrals for special assistance as needed.
- * (17) Apprehend and return truant students to school.
- * (18) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- * (19) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling.

Collaboration

- * (20) Communicate effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (21) Provide accurate and timely information to parents and students about student attendance.
- * (22) Serve as liaison with students, parents, district staff and community personnel in working toward resolving problems of truancy, delinquency, child abuse and problems in the home.
- * (23) Collaborate with other professionals and parents after recognizing student distress or abuse.
- * (24) Collaborate with peers and other professionals to enhance student attendance and learning.

Staff Development

- * (25) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

Professional Responsibilities

- * (28) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- * (29) Demonstrate attention to punctuality and regular attendance.
- * (30) Ensure adherence to good safety standards.
- * (31) Maintain confidentiality regarding school/workplace matters.
- * (32) Demonstrate initiative in the performance of assigned responsibilities.

TRUANCY OFFICER (Continued)

- *(33) Keep supervisor informed of potential problems or unusual events.
- *(34) Respond to inquiries and concerns in a timely manner.
- *(35) Serve on school/district committees as required or appropriate.
- *(36) Exhibit interpersonal skills as an effective team member.
- *(37) Comply with policies, procedures and programs.
- *(38) Exercise appropriate professional judgment.
- *(39) Demonstrate support for the school district and its goals and priorities.
- *(40) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(41) Prepare all required reports and maintain all appropriate records.
- (43) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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