

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **ATTENDANCE OFFICER (BHS)**

#### **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 diversity.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Principal, Superintendent, and/or his/her designee

#### **JOB GOAL:**

To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains daily contact within the school to monitor undocumented absences and excessive tardiness; confers with parents/guardians and makes calls home when necessary.
2. Maintains daily attendance registers and tardiness records.
3. Collates monthly attendance reports from the high school.
4. Provides administration and attendance committee with detailed reports regarding student daily attendance, individual class (block scheduling) attendance and tardies.
5. Is present at monthly attendance committee meetings, providing spreadsheets and documentation for the committee on student absences and tardies, as requested.
6. Advises parents/guardians, of their legal responsibility to ensure school attendance.
7. Issues warning letters to parent(s)/guardian(s) for class attendance.
8. Creates Genesis conduct incidents for students who are violating tardiness policy.

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Revised September 2016/Approved September 2016  
Revised November 2016/Approved December 2016

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9. Inputs and makes real-time changes to the Genesis program regarding correct student attendance; including manually entering substitute attendance and updating attendance throughout the day.
10. Maintains accurate files including doctor's notes, excused absences and all communication from parent(s)/guardian(s).
11. Issues other notices to parent(s)/guardian(s) as required under law.
12. Confers regularly with building principals and district administrators.
13. Handles all court matters pertaining to attendance issues, prepares necessary paperwork and reports.
14. Responsible for boxing up all grade 12 files following graduation in accordance with record retention law.
15. Responsible for creating all new attendance files for incoming freshman.
16. Responsible for assistance with and the distribution of first day packets for incoming students.
17. Responsible for updating Genesis with changes in legal residence or contact information, including any demographic changes, as received by parent(s)/guardian(s).
18. Responsible for creating homeroom attendance cards for the opening of the school year.
19. Investigates challenges to students' legal residence in accordance with law and board policy.
20. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.
21. Performs other related duties as may be assigned by the superintendent or his/her designee.

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## TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

## EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

## LEGAL REFERENCES:

|                         |   |
|-------------------------|---|
| N.J.S.A. 18A:6-7.1      | Criminal history record   |
| N.J.S.A. 18A:16-2       | Physical examinations; requirement  |
| N.J.S.A. 18A:38-1       | Attendance at school free of charge   |
| N.J.S.A. 18A:38-25      | Attendance required of children between six and 16; exceptions                              |
| N.J.S.A. 18A:38-26      | Days when attendance required; exceptions   |
| N.J.S.A. 18A:38-27      | Truancy and juvenile delinquency defined  |
| N.J.S.A. 18A:38-28      | Truants' return to parents  |
| N.J.S.A. 18A:38-29      | Warning and arrest of vagrants or habitual truants  |
| N.J.S.A. 18A:38-30      | Assistance of sheriff, police officers, etc.  |
| N.J.S.A. 18A:38-31      | Violations of article by parents or guardians; penalties                                    |
| N.J.S.A. 18A:38-32      | District and county vocational school attendance officers' appointment                      |
| N.J.S.A. 18A:38-33      | Tenure of attendance officers in city districts   |
| N.J.S.A. 18A:38-34, -35 | Attendance officers in counties other than counties of first class; duties, terms; salaries |
| N.J.A.C. 6:3-9          | Attendance and pupil accounting   |
| N.J.A.C. 6:8-2.7(a)1    | Pupil attendance  |
| N.J.A.C. 6:3-4A.4       | Requirements of physical examinations   |
| N.J.A.C. 6A:16-10       | Reporting of allegations of child abuse and neglect   |
| N.J.A.C. 6A:17          | Students at risk of not receiving a public education  |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.