

Coordinator of Attendance and Truancy

GENERAL JOB DESCRIPTION:

The Coordinator of Attendance and Truancy reports directly to the Director of School Security. He/she is responsible for coordinating the attendance and truancy efforts of all the schools in the district. In addition, he/she directs and supervises the district's Drop Out Prevention Officers and ensures those job functions are being properly administered. He/she is responsible to develop, implement and maintain plans to address attendance and truancy issues in the district.

QUALIFICATIONS:

- Supervisory and administrative experience related to the duties and responsibilities specified.
- Experience in conducting/ supervising investigations and directing personnel.
- Experience in developing plans consistent with the requirements of the position.
- Demonstrate ability to develop, plan and implement related policies and procedures.
- Demonstrate ability to conduct in-service training and training of subordinates.
- Demonstrate strong interpersonal skills and the ability to work effectively with district employees, administrators, students, parents and the public.
- Demonstrate the ability to communicate effectively, both orally and in writing.
- Demonstrate ability to gather data, compile information and prepare reports.
- Demonstrate ability to plan and evaluate programs.
- Possess a valid New Jersey Driver's License.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the planning, development, implementation and maintenance of school attendance and truancy plans with the Director of School Security.
2. Develops and recommends attendance/truancy policies, procedures, standards and directives and communicates them orally and in written form.
3. Participates in the development of department goals and objectives; recommends, implements and administers policies and procedures.
4. Compiles and evaluates data, prepares analysis, reports and recommendations regarding school attendance and truancy.
5. Supervises, directs and assigns the district's attendance officers in the performance of their duties and functions.
6. Communicates directly with school principals on issues of attendance and truancy in their respective schools and takes the appropriate action(s).

7. Communicates with other district employees about issues that impact on student attendance and truancy.
8. Ensures compliance with law enforcement and probation departments in related matters.
9. Ensures that state attendance laws are strictly adhered to and enforced.
10. Assists the Director of Security in the supervision of personnel of all employees in the security department.
11. Performs other job-related duties as assigned by the Director of School Security.