



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Attendance Officer
<b>Reports To</b>	Superintendent of Schools
<b>Level/Grade</b>	
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

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The Attendance Officer investigates continued absences of school aged children residing or enrolled in the Chariho District to determine if such absences are lawful and known to parents. He/she enforces all laws relating to compulsory school attendance, and refers habitual truants and/or their parents to Family Court. He/she acts as liaison with local law enforcement agencies.

### Qualifications

Experience in law enforcement and knowledge of the Family and Truancy court system.

### Essential Duties and Responsibilities *(other duties may be assigned)*

- Serves as District Truant Officer
- Investigates and verifies residency upon request
- Refers to Family Court habitual truants, their parents, or both
- Serves Family Court petitions
- Coordinates operation of Truancy Court
- Maintains careful records of all operations of his/her office including follow-up reports of all cases investigated
- Evaluates effectiveness of the program on a regular basis
- Enforces compulsory attendance laws and District policies for all school aged children residing or enrolled in the Chariho District
- Performs other responsibilities as assigned by Superintendent or designee

### Supervises

N/A

### Skills Required

- Experience dealing with challenging youth and families
- Knowledge of laws relative to compulsory education
- Strong report writing and oral skills
- Strong interpersonal skills
- Ability to work independently and in collaboration with staff
- Police, military, or teaching experience preferred

### Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

#### **Education Requirements**

Police, military, or teaching experience preferred

#### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 8/1/2005

**Revised Date:** 8/1/2014

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*