



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Attendance Officer
Reports To: Deputy Superintendent
FLSA Status: Non-Exempt
Prepared By: Deputy Superintendent HN
Approved By: Human Resources
Prepared Date: 4/2012
Last Revised Date: 04/2012

Summary:

Position is responsible for providing services to schools in Kalamazoo County in the investigation and counseling of students and families with excessive attendance problems. The Attendance Officer assesses students and families, interprets attendance policies, works as a team with school administrators to develop prevention/intervention strategies, monitors student progress, and makes referrals to appropriate community agencies when necessary. The Attendance Officer enforces the provisions of the Code of Michigan Attendance Law, institutes legal proceedings, and presents case information when necessary to the courts.

Essential Duties and Responsibilities:

- Coordinates the referral process for schools reporting attendance issues. Reviews referrals and sends out notice of non-attendance along with other necessary legal documents. Determines the direction of investigation and level of involvement necessary for corrective change
- Visits the homes of students with attendance problems, providing guidance to parents on how they can assist in improving student attendance and academic success. Advises parents and students on the necessity for regular attendance, providing information about State requirements and school district rules and regulations
- Makes observations about home situations and assesses student special needs. Assists in the identification of students with social, emotional and academic needs that may affect school attendance. As needed, refers students/families to appropriate community agencies
- Researches and/or traces student's change of home address, telephone number or school when needed
- Develops, establishes and coordinates community resource contacts. Maintains information systems on available community resources for use by schools and families
- Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance
- Serves as a liaison between schools and local agencies such as social services, court services, and local law enforcement regarding student truancy
- Acts as a resource to administrators, guidance counselors, teachers, and health service personnel at schools regarding attendance programs, interpretation of policies/laws, and record keeping requirements

Essential Duties and Responsibilities (cont.):

- Act as the petitioning agent to the court for the school in cases where students are in continual violation of compulsory attendance law after multiple interventions. Prepares information for normal hearings/court cases. Represents the school when attendance cases are scheduled for court hearings
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports. Responsible for maintaining accurate statistics for assigned schools. Presents data and information to groups as necessary
- Models nondiscriminatory practices in all activities
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

- Must possess a Bachelor's degree in social work, psychology, education, counseling, or related field with some related experience providing services for school-aged children; or equivalent of education and experience.
- Must possess excellent assessment, case management, interpersonal and communication/listening skills. Possess the ability to effectively present information in front of groups and engage audiences.
- Must possess the ability to interpret/communicate school attendance law and provide support resources for students and their families. Must maintain confidentiality in accordance with HIPPA law.
- Must be able to work with minimum daily supervision, while keeping administrator abreast of activities. Requires the ability to prioritize work in order to meet schedules and timelines.
- Must possess the ability to work with highly complex and confrontational/emotional situations in dealing with students and parents in a wide variety of settings. Possess the ability to problem solve, and make sound judgments and decisions in a timely manner.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Possess the ability to work with diverse populations.
- Must have the ability to read, analyze and interpret data.
- Must have the ability to write correspondence, policies and procedures.
- Must have the computer literacy skills to manage online referrals, maintain regular email communication, prepare routine reports, and keep accurate records.
- Must possess a valid Michigan driver's license.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk, sit and drive. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

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Work Environment:

The work environment characteristics are representative of those the employee encounters while performing the essential functions of the job (office, school, homes, community agencies, and courtroom). While performing the duties of this job, the employee is intermittently exposed to angry students/parents and neighborhoods considered to have elevated levels of violence potential.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to

handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.