

**TITLE: ATTENDANCE OFFICER**

**QUALIFICATIONS: New Jersey Teaching Certificate**

**REPORTS TO: Superintendent, Principal and Vice Principal**

**TERMS: School Year  
As per CPEA contract, 0-5 classes**

**RESPONSIBILITIES INCLUDE:**

- 1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.**
- 2. Supervises the keeping of daily attendance registers and tardiness records.**
- 3. Collates monthly attendance reports from all schools and compiles monthly district wide attendance reports and prepares an annual report on attendance and related matters.**
- 4. Assist students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a counselor or other professional staff member.**
- 5. Advises parents of their legal responsibility to ensure school attendance; issues notices as required by BOE policy.**
- 6. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.**
- 7. Assists in handling all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions if required.**
- 8. Assists in investigating challenges to students' legal residence in accordance with law and board policy.**
- 9. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.**
- 10. Performs other related duties as may be assigned by the superintendent or his/her designee.**
- 11. Assist with revisions and enforcement of the attendance policy.**

