

Arlington School District No. 16
Job Description

JOB TITLE: Attendance Officer

CLASSIFICATION:	Classified
LOCATION:	Varies
REPORTS TO:	Building Principal
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: This position will be responsible for improving overall student attendance and working with individual students who are chronically absent or truant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work with the Attendance Secretary and Administrator to track student attendance and investigate truanancies
- Work with campus security personnel to make sure students get to class or are located if truant
- Deal with referrals from teachers regarding student attendance
- Escort students to class as necessary
- Assists in developing incentives or programs to improve students' attendance
- Assign consequences to students who are truant
- File petitions with the court and represent the school at hearings
- Contact parents as necessary
- Make students and parents aware of policies and procedures regarding school attendance
- Responsible for compliance with the requirements of the "Becca Bill"
- Observe strict confidentiality regarding student and personnel information
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent and experience working with middle school students

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license
First Aid Card

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students and staff
Ability to perform duties with awareness of District requirements and Board policies
Proactive communication abilities

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 walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students and other employees.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.