

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>ATTENDANCE OFFICER</b>	<b>REPORTS TO:</b>	Director of Operations
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**TRAINING QUALIFICATIONS**

- College graduate with no less than a Bachelor's Degree.
- Past teaching/counseling/social work or equivalent experience preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts.
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To promote school attendance.

### **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

### **DUTIES AND RESPONSIBILITIES**

1. Maintain good working relationships with local, county, and state agencies.
2. Assure the safety of all students in the Pickerington Local School District.
3. Work collaboratively with EMIS (Educational Management Information System) coordinator to verify attendance data.
4. Investigate non-attendance referrals for all students under eighteen years of age.
5. Conduct an informal attendance hearing with parents that do not comply with attendance laws.
6. File charges in juvenile court for truants as deemed appropriate.
7. Make home visitations when necessary.
8. Maintain records on all visitations and actions taken with regard to students for non-attendance.
9. Do address verifications.
10. Work with each building principal to improve student attendance.
11. Follow up on students who withdraw.
12. Help junior high and/or high school hall monitors.
13. Performs other duties as assigned by the director of pupil services.

<b>TERMS OF EMPLOYMENT</b>	202 Contract Days
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