

## **SUPERVISOR OF ATTENDANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for enforcing compulsory education laws (Article 65 of the Education Law), including the commencement of proceedings before a court having jurisdiction to compel attendance. Additional duties are assigned to the position based upon the specific needs and organizational structure of the school district. Work is performed under general direction with leeway of independently performing the requirements of the position.

### **TYPICAL WORK ACTIVITIES:**

Maintains a record of residential and business telephone numbers of persons in parental or guardian relation to students;

Investigates complaints and/or reports of truancy or attendance violations;

Identifies the reasons for attendance failure and/or violation and maintains a record of findings;

Performs basic data entry functions to maintain databases relating to student attendance;

Telephones parents of absent students and conducts house visits or field investigations to identify the whereabouts of absent students and the reason for absences;

On behalf of the school district, files petitions in an appropriate court to seek judicial remedy in resolving attendance problems; Meets with students and persons in parental or guardian relation to the student in an effort to resolve attendance problems;

May provide assistance in monitoring students, performing clerical/administrative support functions, or performing other duties as assigned;

May provide supervision to determine compliance with alternative instruction requirements for students who are out of school due to suspension.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

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CHARACTERISTICS: Good knowledge of Compulsory Education Laws and other laws, rules, policies, and regulations relating to student attendance; good knowledge of the administrative organization of the school district; ability to establish rapport and resolve attendance problems with students and with persons who are parents or guardians; ability to be firm and fair in handling attendance issues; sensitivity to cultural diversity issues; courtesy and tact; and good judgment.

MINIMUM QUALIFICATIONS: Candidates must be at least twenty-one years of age at the time of appointment, and must possess a high school or equivalent diploma.

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Last Reviewed: 3/14/97  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/30/2023