

TITLE: ATTENDANCE OFFICER

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Superintendent, Principal and Vice Principal

TERMS: School Year
As per CPEA contract.

RESPONSIBILITIES INCLUDE:

1. Coordinate and verify daily attendance as recorded by homeroom teachers.
2. Supervise the distribution of excused absence lists such as those related to trips, athletic events, rehearsals, etc. prior to the date of the event.
3. Verify the adjustment of the daily detention list after cuts, etc. is investigated then analyzes the list to schedule student interviews. Also assist in the supervision and scheduling of the detention process.
4. Assist in the review of unexcused absence reports and personally contact parents whenever necessary.
5. Publish a daily absentee list with all supplemental information related to attendance.
6. Verify questionable excuse notes and classify sign-outs and sign-ins on a daily basis.
7. Review late to school sign-ins on a daily basis and contact as many parents as possible.
8. Follow-up parental phone calls and conferences.
9. Supervise the correction of daily attendance records in the central register and advise involved staff of changes.
10. Coordinate attendance records and investigations in conjunction with the satellite school.
11. Investigate and process possible trancies, notify and confer with parents when confirmed.
12. Report extended absences, suspensions, truants, etc. to involved teachers and counselors.

13. Investigate and process possible false addresses in conjunction with the Guidance Department and the Fairview Business Administrator.
14. Review and analyze summary reports related to attendance with respect to general pattern development and specific cases under investigation.
15. Assist with the verification and processing of all drop letters when the unexcused absence limit is reached.
16. Publish follow-up excused absence lists whenever necessary.
17. Supervise the publishing and posting of weekly excused absence reports.
18. Assist with revisions and enforcement of the attendance policy.
19. Advise staff of changes in the attendance policy and attendance procedures.
20. Coordinate and oversee the administrative computer services at the high school. This includes but is not limited to grade and progress reporting, maintaining student database, and maintaining student scheduling data and other jobs related to the administrative computer services.
21. Various other duties related to the attendance policy, attendance office and various other duties determined by the Vice Principal.