

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Attendance Monitor

REPORTS TO: Director of Student Services

JOB SUMMARY: Improves attendance rate by enforcing the Compulsory School Attendance Laws of the Commonwealth of Pennsylvania. Communicates with students and parents to keep them well informed about the benefits of regular school attendance.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Enforces compulsory attendance laws and school attendance policies and monitors the attendance patterns of chronic offenders.
2. Remains current regarding child welfare regulations pertaining to state law, board policy, and administrative regulations.
3. Explains attendance policies and laws to students, parents, and school personnel.
4. Sends and monitors written notices to parents regarding attendance and truancy.
5. Maintains anecdotal files on students who exhibit poor attendance habits.
6. Serves as liaison between the schools, parents, the courts, community agencies, police authorities, and child placement agencies.
7. Coordinates with the director of student services or designee to file petitions with the court and to prepare cases for formal hearings; attends juvenile court and/or other legal proceedings, appearing as a witness when necessary.
8. Works collaboratively with the district administration to strategize on attendance improvement measures.
9. Performs other duties as assigned by the director of student services and/or supervisor of child accounting.

QUALIFICATIONS: Two (2) years experience in social services, student attendance, or related field preferred. Bachelor degree in Social Services, or related field is necessary. Some experience with social services agencies and the judicial process is helpful.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel, and grasp objects. Some stooping, bending, kneeling, and twisting of the body. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking, standing, or moving throughout the district.

SENSORY ABILITIES: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress. Must be able to maintain a calm disposition with communicating with parents.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Ability to operate various office equipment. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss agreement; 10 month classification. Cabinet Code - CE

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Attendance Monitor

REPORTS TO: Director of Student Services

JOB SUMMARY: Improves attendance rate by enforcing the Compulsory School Attendance Laws of the Commonwealth of Pennsylvania. Communicates with students and parents to keep them well informed about the benefits of regular school attendance.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Enforces compulsory attendance laws and school attendance policies and monitors the attendance patterns of chronic offenders who transfer within the district.
2. Remains current regarding child welfare regulations with regard to state law, board policy, and administrative regulations.
3. Explains attendance policies and laws to students and parents.
4. Sends written notices to parents regarding attendance.
5. Serves as liaison between the schools, parents, the courts, community agencies, police authorities, and child placement agencies.
6. Coordinates with the Director of Student Services petitions court and prepares cases for formal hearings; attends juvenile court and/or other legal proceedings, appearing as a witness for violations of compulsory attendance regulations.
7. Performs other duties as assigned by the Director of Student Services.

QUALIFICATIONS: Two (2) years experience in social services, student attendance, or related field necessary. Bachelor degree in Social Services, or related field preferred. Some experience with social services agencies and the judicial process is preferred. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code). Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking, standing or moving throughout the district.

SENSORY ABILITIES: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress. Must be able to maintain a calm disposition with communicating with parents.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills. Ability to operate various office equipment. Must possess conflict mediation skills.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)