

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:**                   **Attendance Officer**

**REPORTS TO:**           **Director of Student Services**

**JOB SUMMARY:**       Improves attendance rate in the high school population by keeping students and parents 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, parents and school personnel.
4.       Sends written notices to parents regarding attendance and, if necessary, visits the homes of students who are truant and/or repeatedly absent from school.
5.       Investigates citizen complaints regarding suspected truant students, issuing citations against parents/guardian and students, when appropriate, and prosecutes at truancy hearings.
6.       Runs reports and identify excessive absences and tardiness and maintains accurate case files on students referred for attendance.
7.       Refers students/families to social service agencies, school counselors, or psychologists if appropriate.
8.       Serves as liaison between the schools, parents, the courts, community agencies, police authorities, and child placement agencies.
9.       Initiates petitions for dependency and delinquency to juvenile court and prepare cases for formal hearings; attends juvenile court and/or other legal proceedings, appearing as a witness.
10.      Provides in-service training for school administrators, faculty, and clerical staff regarding attendance laws, policies, and accurate record keeping.
11.      Performs other duties as assigned by the Assistant Principal.

**QUALIFICATIONS:** Two (2) years experience in social services, student attendance, or related field necessary. Bachelor degree in Social Services, or related field is necessary. 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.)*