

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

ATTENDANCE OFFICER

Qualifications

1. Hold a valid Tennessee Teacher License
2. Experienced with school administrative duties and attendance laws
3. Possess excellent oral and written communication skills

Essential Duties and Responsibilities

1. Coordinate with principals the reporting of students in violation of compulsory attendance laws of Tennessee;
2. Act as the petitioning agent to the Juvenile Court for the school in cases where students are in violation of compulsory attendance law;
3. Act as the school's representative when attendance cases are scheduled for court hearings;
4. Act as the school liaison between the school and the Truancy Review Board;
5. Follow up on the first reported "no shows" each school year to determine why they have not enrolled in school;
6. Checks student file and attendance history for patterns of offenders before legal action is initiated;
7. Make home or other visits as needed to verify actual residences addresses, physical geographic location, and other items of information to the enforcement of compulsory attendance laws.
8. Prepare petitions, reports, and other documents needed for judicial hearings or reviews;
9. Make phone, postal and/or face-to-face contacts with parents, school administrators, teachers, counselors, Family Resource Directors, School Nurses and others as needed to bring students into attendance compliance;
10. Keep accurate files for documentation of cases reviewed and disposition of each case;
11. Prepare, maintain, and submit any State or Local reports as required;
12. Provide updated information to school principals and central office staff as it pertains to attendance issues;
13. Coordinate with the Director of Exception Students on cases of student attendance involving handicapped students;
14. At the request of principals, the Attendance Officer may conduct group assemblies of students, teachers, and parent groups to explain attendance laws and policies;
15. Other duties as identified by the Director of Schools.