FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Attendance Officer
REPORTS TO: Director
DEPT: Student Services
CLASSIFICATION: Certificated
FLSA: Exempt
WORK YEAR: 215 Days
EFFECTIVE: February 17, 1994
SALARY: E-20/Management Salary Schedule
$43,980 - $54,975 Annually

GENERAL SUMMARY:
Under the direction of the Director of Student Services, perform duties as necessary relating to child welfare and attendance including processing all appropriate documents.

DUTIES AND RESPONSIBILITIES:
Enforce the compulsory school attendance laws as provided in the Education Code of California.

Promote satisfactory school attendance for all pupils from kindergarten through twelfth grade.

Counsel with students and parents concerning irregular attendance, truancy, tardiness, and school behavior.

Make home calls requested by school administrators to determine the causes for absences of pupils that have not been appropriately reported by parents or guardians.

Counsel with parents concerning parental responsibility and compulsory school attendance laws.

Supervise and coordinate attendance assistants.

Maintain accurate and succinct records of the cases referred by the schools served.

Serve as a member of school teams, which are concerned, with the satisfactory adjustment of pupils in the school environment.

Aid in the identification of students with social, emotional, and academic problems, which tend to interfere with satisfactory school adjustment.
Aid in the coordination of the services of the schools and social agencies interested in the welfare of children.

Serve as a resource person for administrators, deans, counselors, nurses, and teachers about satisfactory adjustment of pupils with attendance, behavior, health, or academic problems.

Aid the Director of Student Services to bring about a more efficient and effective department performance.

Assume additional responsibilities, tasks, and duties as may be determined by the supervisor or his/her designee.

**KNOWLEDGE AND ABILITIES REQUIRED:**

California Credential Authorizing Pupil Personnel Services and/or Administrative Credential.

Knowledge of state and local laws, rules, and regulations relating to attendance.

Knowledge of problems, which tend to interfere with satisfactory attendance.

Knowledge of outside agencies designed to meet student needs.

Ability to maintain accurate records.

Ability to maintain effective human relationships.

**WORKING CONDITIONS:**

Light to moderate physical effort; frequent standing or walking; periodic handling of light-weight parcels or supplies. Rapid-paced work, moderate to high levels of stress. Indoor office environment.

**CONTACTS:**

Daily contacts with students, teachers, parents, administrators, representatives from community agencies, the general public, and community members.