

West Carroll Board of Education

Job Description

Descriptor Term:

Attendance Supervisor

Board Policy Reference

5.013

QUALIFICATIONS

1. State of Tennessee Department of Education Professional License with attendance supervisor endorsement.
2. At least 3 years experience in the field of education.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO

Director of Schools

JOB GOALS

To assist students, parents, and school staff with activities related to student attendance.

DUTIES

1. Coordinates student hearings.
2. Confers with Juvenile personnel outside the school system as needed regarding student concerns.
3. Enforces Tennessee Compulsory Attendance Laws.
4. Collects weekly-unexcused absence reports.
5. Monitors children with excessive absences.
6. Works with professional staff members at schools on record keeping and the prevention of student absenteeism.
7. Enforces the district's zoning policy.
8. Assists STAR Data Entry personnel with the reporting and documenting of student attendance.
9. Monitors students enrolled as homebound and homeless.
10. Assumes other reasonable and equitable job-related duties assigned by the director of schools.

PHYSICAL DEMANDS

Minimal physical demands.

WORK CONDITIONS

Office environment.

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy On *Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.