

Job Description
La Porte Community Schools

JOB TITLE: **Attendance Officer**

SUMMARY: Coordinates and implements necessary procedures to maximize classroom attendance of each student of La Porte Community School Corporation by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Make home visitations to students having erratic attendance, at the request of the principal/counselor, and relay pertinent information to concerned personnel.
2. Take school nurse on call if excessive absences due to illness have occurred or if child abuse or neglect may be suspected.
3. Attempt to talk to student's parents or guardian, making night visits if necessary, and arrange parent conferences at school, if indicated.
4. Strive to establish and maintain good relationships with other concerned agencies of the community (such as Welfare, CMH, service organizations, etc.)
5. Serve as a liaison for the Assistant Superintendent for Educational Services to principals and parents to better meet the special needs of students.
6. Serve as a liaison for the schools and organizations such as the Youth Division of La Porte Police, Youth Service Bureau, Juvenile Division of the La Porte Circuit Court and the Crowley Juvenile Detention Center.
7. Disperse information from the Juvenile Division's confidential report and the Youth Service Bureau monthly report to pertinent school personnel.
8. Serve on committees for coordination and handling of juvenile cases and other committees organized to improve cooperation and communication between schools and the judicial system.
9. Take necessary steps to insure the enforcement of Indiana's compulsory attendance law.
10. Investigate residency and/or legal status (possible tuition) of specific pupils at the request of the Assistant Superintendent for Educational Services or school principal.
11. Assist in investigation and procurement of district exception requests at the request of the principal, counselor, or Assistant Superintendent for Educational Services.

12. Assist pupils in obtaining work permits by providing counselors and school publications with the correct procedure for the issuance of work permits.
13. Supervise and/or issue work permits to minors.
14. Visit establishments employing minors when or if the need arises.
15. Serve on committees to assist in improving parent-school communication.
16. Perform such other duties relating to pupil's school adjustment as requested by the Assistant Superintendent for Educational Services.
 - A. Contact Health Department when deplorable/unsanitary housing conditions exist, and request inspection by sanitarian.
 - B. Process migrant record forms.
 - C. Serve exclusion notices regarding immunizations.
 - D. Deliver sick students to homes when requested by school principal.
17. Identify and, as statute provides, monitor home school and home-bound students.
18. Perform other duties as assigned by Assistant Superintendent for Educational Services.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required: Master's degree, a valid Indiana School Services Personnel Certificate, and a minimum of three years of successful teaching experience. A valid Indiana driver's license is also required.

LANGUAGE SKILLS:

Ability to read, interpret, and draft necessary documents such as state and federal reports, and procedure policies and guidelines. Ability to write routine and specialized reports and correspondence. Ability to speak effectively before the school board, superintendent, school administrators, faculty, parent groups, and the general public.

MATHEMATICAL SKILL:

Ability to calculate figures and amounts as they relate to budgets, proportions, percentages, and areas. Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, ratios, and proportions to practical situations. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret, and formulate, a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to touch, handle or feel objects; and, reach with the hands and arms. The employee is required to sit, occasionally stoop, and kneel; and, taste or smell.

The employee must occasionally move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public-address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, and computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions and variable home conditions. The noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: One hundred, ninety-nine (199) day calendar. Salary to be determined by the board.