

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

ATTENDANCE OFFICER

Class Code: 4000

Job Family: Para-Professional, Aides & Assistants

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, investigates student absences to determine reason and to assist in the resolution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Investigates absentee referrals, determines the cause of absence, and reports findings to the school.
2. Interprets compulsory education laws to parents, school personnel, and community agencies.
3. Transmits and receives communication for Sr. Attendance Officer and schools via two-way radio systems.
4. Works with parents, school personnel and other agencies to learn reasons and remove the causes of student's absence.
5. Transports unlawfully absent students encountered in the field back to school.
6. Searches for lost and/or runaway elementary students.
7. Removes and transports students from schools who have been suspended as necessary.
8. Prepares written reports of student absenteeism incidents or investigations.
9. Maintains daily activity log.
10. Transports students in need of clothing to Operation School Bell.
11. Cites and serves court citations for truancy.
12. Responds to anonymous calls regarding students not enrolled in school.
13. Provides transportation for students/parents to their home in the event of illness, injury or other school related special need.
14. Reports to juvenile authorities conditions concerning child abuse, neglect, hazardous health conditions or habitual truancy.
15. Visits assigned schools according to schedule and conducts special field investigations as assigned.
16. Administers first aid and/or CPR/AED as necessary.
17. Assists school administrators and law enforcement agencies during periods of student unrest.
18. Conforms to safety standards as prescribed.
19. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves assisting students, parents, and school staff in resolving problems of student absences.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of CPR/AED and universal precautions.
2. Ability to learn the 10 code and 400 code.
3. Ability to interpret and apply written and oral instructions.
4. Ability to speak clearly and operate a two-way radio.
5. Ability to write reports.
6. Ability to relate to students and parents and gain their cooperation.

07/01/88

Revised: (10/13/93; 01/08/98; 07/15/05; 06/12/07; 12/22/08)

7. Ability to work independently.
8. Ability to learn laws, procedures, and practices related to student attendance.
9. Ability to meet predetermined deadlines.
10. Ability to maintain confidentiality of information.
11. Ability to speak persuasively to individuals or to groups.
12. Ability to deal with unusual student behavior.
13. Ability to work cooperatively with employees, students, parents, the community and other agencies.
14. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Two (2) years of work experience in school or community dealing with school age children.
3. Safe driving record.

Licenses and Certificates:

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement **and** at time of interview prior to final selection.
3. Current Cardio-Pulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certificate from an American Heart Association and/or American Red Cross approved course. This approval must be specifically stated on the certificate. Certification must be maintained for the duration of the assignment.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate, as identified above.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Working in an office and driving various cars in traffic transporting students to and from schools, homes, Juvenile Court Services, and other public agencies.

WORK ENVIRONMENT:

Strength: Light - exert force to 20 lbs., occasionally, or 10 lbs., frequently, or negligible force constantly. May involve significant stand/walk/push/pull.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking, and hearing.

Environmental Conditions: Climate controlled office setting and exposure to weather ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

District issued/personal vehicle, mobile radios, telephone, copy machine, fax machine, computers, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.