

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
ATTENDANCE COORDINATOR

Date of Adoption: April 5, 2012

JOB TITLE: Attendance Coordinator

REPORTS TO: Principal

NATURE AND SCOPE OF JOB:

The Attendance Coordinator under the direction of the Principal is required to enforce the attendance of students in accordance with NJAC 18A:38-1 through 32.

QUALIFICATIONS:

The Attendance Coordinator shall:

1. Have experience working with students and the ability to motivate
2. Have experience in counseling and/or training with youth
3. Demonstrate an understanding of the regulations regarding student attendance
4. Have strong interpersonal and communication skills
5. Have the ability to prioritize and multi-task
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
10. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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JOB RESPONSIBILITIES:

1. Enforce Board policies governing student attendance.
2. Effectively communicate with the families of students regarding attendance related issues.
3. Effectively communicate with students and staff regarding attendance related issues.
4. Utilize the student information system to track and report student attendance.
5. Assist with new student enrollment.
6. Make recommendations for improving and streamlining student attendance procedures.
7. Collect, monitor, maintain and make available appropriate student attendance records as directed.
8. Assist the school administration in the development and implementation of programs and services to improve student behavior and attendance.
9. Maximize personal and department efficiency through the use of available technology.
10. Input and retrieve data through the student information system.
11. Perform all other duties as assigned by the Principal and/or the Superintendent.

EVALUATION:

The Principal or designee shall evaluate the Attendance Coordinator in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.