

## **DUTIES OF ATTENDANCE SUPERVISOR**

The duties of attendance supervisor shall be as follows:

1. Coordinate student personnel services regarding attendance matters;
2. Report to the Special Education coordinator all school age children who are unable to participate in the regular school program because of mental, physical, or emotional handicaps so that they are properly exempted and given the opportunity to participate in educational programs appropriate to their needs;
3. Work closely with teachers, school nurses, guidance counselors and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal;
4. Check the student personnel file and the attendance patterns of chronic offenders before any investigation or action is taken;
5. Participate in individual or group counseling sessions whenever needed or requested by a member of the administration;
6. Develop and maintain a system of attendance referrals;
7. Contact the parents or guardian by phone, mail or home visit;
8. Serve warrants, initiate juvenile petitions and prepare cases for formal hearings;
9. Document outcomes of contact, visits and court hearings, and report to teachers and principals;
10. Attend family court when cases are presented, using the services of the school of correction or juvenile detention centers;
11. May interview and recommend placement of students returning from schools of correction or juvenile detention centers;
12. Appear personally at school assemblies and be available to administrator, teachers, students, and parents on an individual basis to explain attendance laws and policies and encourage faithful attendance;
13. Serve as liaison between the schools and parents, the courts, community agencies, and police authorities;
14. Move about the community during school hours and provide immediate service to students who are on the street or in public places;
15. Enter places where students are employed, to investigate whether or not they are legally absent from school;
16. Work closely with guidance counselors in the identification and counseling of potential dropouts;
17. Conduct exit interviews and provide follow-up services for all students who drop out;
18. Maintain the system's records of attendance and student accounting, including projection of future enrollments, transfer of students, and implementation and enforcement of boundaries; and
19. Plan and supervise the conducting of the annual school census and work with private and parochial schools in checking the whereabouts of students reported in the census but not present in the schools.