

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

Bilingual (Spanish) Attendance Officer

JOB TITLE: BILINGUAL (SPANISH) ATTENDANCE OFFICER

REPORTS TO: Manager of School Support

SUPERVISES: N/A

NATURE AND SCOPE OF JOB: The Bilingual Attendance Officer shall support the educational process by ensuring students develop and maintain good attendance practices and that parents support the attendance requirements of the District.

QUALIFICATIONS:

The Bilingual (Spanish) Attendance Officer shall:

1. Hold a High School Diploma
2. Demonstrate fluency in Spanish.
3. Demonstrate oral and written proficiency skills in Spanish.
4. Hold and maintain a valid driver's license with no serious violations. CDL preferred.
5. Have use of a vehicle for transportation
6. Be community oriented, preferably with experience in youth programs or school activities.
7. Demonstrate ability to work well with the community at large, including parents and students.
8. Demonstrate ability to work independently.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. 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.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Bilingual (Spanish) Attendance Officer shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits and leave time as specified in the TB&T Collective Bargaining Agreement.

3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Bilingual (Spanish) Attendance Officer shall:

1. Provide technical assistance to parents in developing the skills needed to function effectively in a working relationship among home, school and community.
2. Service each assigned school on a daily basis.
3. Report to assigned schools following the same procedures used for other school employees assigned to those schools.
4. Initiate attendance referrals for students with attendance problems.
5. Make visits to students' residences to develop healthy, positive family attitudes toward academic success, attendance at school and student growth and development and maintain records.
6. Advise parent of their legal responsibility to ensure school attendance.
7. Complete reports of any noted conditions that may be a detriment to the safety, welfare or education of the student.
8. Work closely with building principals in the monitoring of individual student's attendance in school, academic, work and extracurricular activities.
9. Confer regularly with school staff regarding students who are chronically absent/tardy.
10. Collate monthly attendance reports from all schools.
11. Counsel students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by other professional staff member.
12. Submit written reports to building principals and the Manager of Student Support regarding the necessity of court actions against habitual offenders. Maintain appropriate records in each school to which the Bilingual Attendance Officer is assigned.
13. Obtain the signature of parent or guardian on all five day legal notices. Indicate relationship of person, if he or she is not the parent or guardian. Return all copies to central office.
14. Return all copies of five day legal notices within ten days of issuance.
15. Update all attendance referrals within ten days of receipt from central office. All referrals must be signed by the Chief of Schools or designee.
16. Investigate challenges to students' legal residences in accordance with law and Board policy.
17. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming and an effective work ethic.
18. Participate in appropriate professional development and attend all required meetings.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and school regulations and procedures.
21. Identify cases for Municipal Court action. Document all facts for every case.
22. Attend Municipal Court to present evidence related to attendance cases.
23. Initiate Juvenile Court complaints and attend court to present evidence and testimony related to case in question.
24. Will provide interpretation and translation services to non-Spanish speaking Attendance Officers on an as-needed basis, which may result in an adjustment of caseload.
25. Perform other related duties as assigned by the Manager of School Support or Chief Schools Officers.

EVALUATION

The Bilingual (Spanish) Attendance Officer shall be evaluated in accordance with Board of Education Policy.