



Job Description

Job Title: Attendance Officer

Supervisor: Program Administrator Outreach Services

Pay Grade: 30

Job Classification: Exempt

Contract Length: 192 Days

Job Summary

Position is responsible for providing services to assigned schools in the investigation and counseling of students with excessive attendance problems. Position enforces the provisions of the Code of Virginia attendance Law; institutes legal proceedings; and presents case information to court services. Position assesses students and families; interprets attendance policies; works as a team member to develop prevention/intervention strategies; provides case management; monitors student progress; and makes referrals.

Essential Duties

1. Interprets the Virginia State Code, court rulings, and the Students Rights and Responsibilities Handbook relating to student attendance issues.
2. Gathers and reviews attendance data to identify students who are excessively absent (excused and unexcused absences).
3. Assesses students with attendance problems and makes home visits to assess the family environment.
4. Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance.
5. Implements case management services (including individual counseling); monitors student/family progress; and makes referrals to other professional staff members or community agencies as needed.
6. Serves as a liaison between assigned schools and such agencies as social services, court services, and the police department regarding student truancy and excessive absenteeism.
7. Monitors areas in the community where non-attending students are reported to congregate during school hours and takes appropriate action by executing enforcement steps.
8. Initiates legal proceedings to enforce compulsory attendance laws; prepares information for formal hearings/court cases; and represents the school division at court interagency staffing and in the courtroom.
9. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
10. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at assigned schools regarding attendance programs, interpretation of attendance policies/laws, and record-keeping requirements.
11. Assists with implementing truancy prevention programs for assigned schools and recommends strategies to support and improve regular school attendance (i.e.: incentives, peer groups, recognitions).
12. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
13. Travels throughout the community and school sites in the performance of duties.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Program Administrator other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies, and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret/communicate school attendance law and provide support activities for students and their families. Must be able to work with minimal daily supervision. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Must possess a valid driver's license with a good driving record.

Working Conditions and Physical Environment

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential. Use of personal vehicle to travel within the community and to and from school sites.

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. Duties are normally performed in a school environment. Duties may be occasionally performed away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Program Administrator, Outreach Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Attendance Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Special Education or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/2025