

## **SUPERVISOR OF ATTENDANCE**

**GENERAL STATEMENT OF DUTIES:** Under general supervision, assists in the administration of the compulsory and related laws; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties are of both an investigatory nature involving the determination of causes of absence from school and within limits the rehabilitation of children and the interpretation of the school program to parents and children. Although many cases are handled according to a prescribed routine, employees in this class must be capable of assuming imitative and exercising judgment in order to handle questions as they arise in the field.

**EXAMPLES OF WORK: (Illustrative Only)**

- Receives daily reports and complaints from school officers;
- Makes field investigations in order to locate school absentees;
- Determines causes of attendance failure by interviewing children, teachers and parents;
- Makes home visits for the ascertainment of facts, the development of plans, and the securing of family cooperation;
- Refers recurring and difficult cases to the Director of Attendance;
- Assists in the preparation of the school census;
- Prepares written and oral reports;
- Keeps daily records of work and makes periodic reports.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the compulsory education and related laws; good knowledge of school organization; good knowledge of community and economic resources; working knowledge of child psychology; skill in interviewing; ability to establish and maintain good relationships with all types of people; poise and emotional stability; good judgment; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school; or any equivalent combination of experience and training.