

MENIFEE COUNTY SCHOOLS

POSITION: Attendance Specialist

POSITION SUMMARY: Assist in enforcing laws and requirements; process and maintain attendance referrals.

REPORTS TO: Director of Pupil Personnel

PERFORMANCE RESPONSIBILITIES:

1. Develops knowledge and skills in the operation of the computerized attendance program
2. Processes the computerized attendance on each attendance day
3. Maintains a filing system and processes all incoming and outgoing attendance correspondence
4. Assures that all automatic/manual computer attendance uploads to the district accumulator are performed
5. Schedules conferences with potential truant students and assists scheduling conferences for the DPP with truant students
6. Communicates the daily absentee information electronically to all school faculty and the DPP
7. Calls the homes of the absentees on each attendance day to confirm/verify the absence with the parent(s)
8. Prints, verifies and submits appropriate monthly reports to the DPP and other reports of a specific nature as needed
9. Enters updated information from student enrollment forms upon entry/re-entry to school
10. Conducts school wide student transportation code audit via homeroom teachers 2 times per year. The Transportation Director will all be surveyed on this data.
11. Initiates the truancy referral process by submitting the truancy referral to the DPP
12. Maintains classified employee absentee records
13. Work cooperatively with others
14. Maintain records and prepare reports

15. Work independently with little direction

16. Perform related duties as assigned.

EDUCATION: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky Law.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.