

COLONIAL INTERMEDIATE UNIT 20

JOB DESCRIPTION

AND

STANDARDS OF PERFORMANCE

ATTENDANCE OFFICER

2010-2011

July 1, 2011

COLONIAL INTERMEDIATE UNIT 20
6 Danforth Drive
Easton, PA 18045-7899

POSITION DESCRIPTION

POSITION:	Attendance Officer
CLUSTER:	6A
QUALIFICATIONS:	Bachelor's Degree in Mental Health and at least two years of experience in a collaborative team process. Flexible hours may be required based on individualized client needs.
REPORTS TO:	Principal of Colonial Academy
LOCATION:	Colonial Academy
JOB GOAL:	To provide accurate attendance information while working closely with both Academy staff, sending schools, students, and families to increase attendance within the Academy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To serve as a liaison between Colonial Intermediate Unit 20 School Districts and the outside service providers of sending school counties on issues of truancy and related items.
2. To be a direct link between Colonial Academy and sending schools by creating and maintaining the proper relationships and communication with appropriate parties of the sending schools.
3. To work directly with District Justices, and other appropriate county officials of sending school counties, and to enforce the attendance rules and regulations that are in place.
4. To coordinate collaborative truancy/dependent prevention efforts with local magistrates and other appropriate county officials.
5. To make parent contacts, and home visits when necessary, to assist in the enforcement of attendance rules and regulations as needed.
6. To participate as needed in intake appointments, follow-up meetings, IEP meetings, and legal hearings at locations dictated by the needs of the families and providers (i.e., school, home, community buildings) in relation to truant individuals.
7. To work collaboratively with educational teams, including intake officers and administration, within the Academy.
8. To contribute towards the development and maintenance of an environment which is non-threatening, safe, nurturing, and where the students feel respected, accepted, and welcomed.
9. To provide necessary documentation regarding the performance of assigned duties.

10. Ensure effective and efficient operations by maintaining confidentiality.
11. Establish and maintain a positive, friendly relationship and presence with staff and districts by attending meetings, assisting with the resolution of problems, providing needed support, and maintaining a consumer-friendly environment.
12. Perform work in a neat, accurate, and timely manner.
13. Strive to continuously improve on work quality and efficiency.
14. Strive to encourage attendance through providing both parents and students the proper knowledge of related school attendance laws.
15. Research and assist in the implementation of techniques or methods to increase attendance rates at a school level on a continuous basis.
16. Be a part of school presentations, such as "Open House", to promote the need for good school attendance.
17. Obtain, duplicate, or create materials that can be used to further promote or educate students and parents of the benefits to good attendance.
18. To create and individualize plans for students who are sent to the Colonial Academy specifically for truancy issues. These plans should include interventions that will address attendance issues quickly and effectively.
19. Provide on a daily basis Colonial Academy and our school districts, upon their request, attendance-related reports and information.
20. Attend all staff meetings.
21. Attend administration meetings as requested.
22. Be prepared to report current status of truant students at administration meetings or when requested.
23. Assist in the organization and implementation of students' community service requirements.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other jobs related duties requested by their supervisor.

TERM OF EMPLOYMENT: Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

ATTENDANCE OFFICER
Standards of Performance

The Attendance Officer will report to and be responsible to the Principal of Colonial Academy.

The standards of performance of this position are:

1. In-House Daily Objectives

Manage daily attendance accounting as required. Follow proper procedures established in the follow-up of truant individuals. Provide accurate and reliable information concerning attendance rates. Maintain proper records of daily attendance rates.
(30 points)

2. Student/Parent Services

Provide proper guidance, information, and literature to students/parents at intake appointments as requested. Provide presentations to groups during events as requested. Communicate with students/parents as needed to facilitate attendance of children with truancy issues.
(30 points)

3. Community Involvement

To help coordinate collaborative truancy/dependent prevention efforts with local school districts and other appropriate county officials.
(30 points)

4. Other

To be responsible for all other duties as assigned by the Principal or Assistant Principal of Alternative Education Programs/Colonial Academy.
(10 points)

ATTENDANCE OFFICER

Standards of Performance

1. Satisfactory performance in respect to In-House Daily Objectives will be attained:
 - 1.1 Provide daily and accurate attendance records.
 - 1.2 Perform daily duties related to truancy violations (i.e. sending letters, handling citations).
 - 1.3 To work collaboratively with intake officers and educational teams.
 - 1.4 Ensure effective and efficient school operations by maintaining confidentiality.
 - 1.5 Research and implement attendance-boosting programs at Colonial Academy.

ATTENDANCE OFFICER

Standards of Performance

2. Satisfactory performance in respect to Student/Parent Services will be attained:
 - 2.1 To participate in wraparound services and legal hearings at locations dictated by the needs of the families and providers (i.e., school, home, community buildings).
 - 2.2 To promote and encourage use of the wraparound philosophy and approach with professional and support staff throughout the Intermediate Unit and in local schools.
 - 2.3 To assist in training for support staff and parents in how to conduct wraparound interventions.
 - 2.4 To assist CASSP project initiatives that implement services which benefit children and adolescents with serious emotional and behavioral problems (and their families) by serving on various work groups and committees.
 - 2.5 Establishes and maintains a positive, friendly relationship and presence with staff/district by attending meetings, assisting with the resolution of problems, providing needed support, and maintaining a consumer-friendly environment.

ATTENDANCE OFFICER

Standards of Performance

3. Satisfactory performance in respect to providing Community Involvement will be attained:
 - 3.1 To assist families and the Intermediate Unit support staff in obtaining Medical Assistance application information.
 - 3.2 To make parent contacts or home visits as coordinated by Children and Youth and Intermediate Unit 20 collaborative efforts. Facilitate the coordination of necessary services to advocate for families.
 - 3.3 To provide assistance to families and the social worker in obtaining necessary information for Medical Assistance billing.
 - 3.4 To collaboratively help to develop the Plan of Care Summary on each child enrolled in the program and assist in the collection and maintenance of required documentation.
 - 3.5 To plan and initiate family support groups as identified by collaborative community needs.

ATTENDANCE OFFICER

Standards of Performance

4. Satisfactory performance in the provision of Other Duties will be attained:
 - 4.1 Necessary documentation regarding the performance of assigned duties is provided.
 - 4.2 To attend all staff meetings and provide updates of information on a timely manner.
 - 4.3 Performs work in a neat, accurate, and timely manner.
 - 4.4 Strives to continuously improve on work quality and efficiency.
 - 4.5 If necessary, you are required to use TACT-2 de-escalation and safety techniques as per your annual training.