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NASSAU COUNTY

**Title : SUPERVISOR OF ATTENDANCE
(PART-TIME)**

SCHOOL DISTRICTS

Code: 210100 LPA

CLASS SPECIFICATION

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Non-Competitive

GENERAL STATEMENT OF DUTIES

Under general supervision, performs responsible work in investigating reasons for student absences. Does related work as required.

COMPLEXITY OF DUTIES

Work is performed under the general supervision of a school principal and requires the exercise of tact and courtesy in dealing with parents and children.

TYPICAL DUTIES

1. Visits homes to ascertain causes of absences.
2. Takes census of school age children.
3. Takes attendance records and submits reports of absence investigations.
4. Refers children requiring specialized help to appropriate school service such as nurse, psychologist, etc.
5. Investigates child labor violations and takes appropriate action.
6. Acts as liaison between school and community regarding attendance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of the Compulsory Education Law.
2. Familiarity with the geography of the district.
3. Ability to establish and maintain good relationships with parents and children.
4. Good powers of observation.
5. Courtesy and tact.
6. Good judgment.
7. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from a standard senior high school. Applicant must be at least twenty-one years of age on date of appointment to meet the requirements of the Education Law.

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