

ATTENDANCE LIAISON*

DISTINGUISHING FEATURES OF THE CLASS: This position substantially involves investigating absences by visitations to homes of chronically absent school children. The work is performed under the general supervision of an Assistant Superintendent, with wide latitude for personal initiative and resourcefulness in contacting parents/guardians and students. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes daily visits to schools and meets with attendance clerks, teachers, students and other school district personnel to receive information and referrals on school absentees;
Contacts parents/guardians and students by telephone and home visitation to obtain information regarding causes for school absenteeism;
Makes home visits at unusual times, as needed, such as nights and weekends and visits parents/guardians at places of employment, if necessary;
Communicates interpretation of the compulsory provisions of the New York State Education Law to parents/guardians and students;
Relays information on school absentee cases to supervisor;
Follows up specific cases to determine progress and adjustment of chronically absent children;
Prepares and maintains records and reports required by the school district, federal and state agencies;
Records information on home and school contacts on a process reporting form and organizes and maintains other records essential to performance of assigned duties;
Checks up on students who do not show up for the beginning of the school year;
Recommends referrals to available public services as perceived through contact with families;
Assists in the central registration process by verifying residency and noting appropriate school placement as well as family demographics, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of behavioral patterns and attitudes of students and parents as related to our public education system; ability to understand and carry out, with effectiveness, oral and written directions; ability to get along well with others and to secure the confidence and cooperation of others; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

- 1) Successful completion of a college curriculum totaling at least fifteen (15) credit hours in Behavioral Sciences, Human Resources or Human Services; as well as
- 2) Three (3) years of experience primarily concerned with direct public contact.

NOTES:

1. Public contact experience shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

(over)

2. Behavioral Science is defined as a sub-set of social sciences usually having reference to psychology, sociology and anthropology and other aspects of related sciences that are characterized by observation of the behavior of living organisms and focused on man's social behavior.

*Retitled from Attendance Officer

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Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.