

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Attendance Officer

**Reports To:** Superintendent or District Designee

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Holds a high school diploma. A bachelor's degree is preferred.
- Has law enforcement experience/credentials
- Is available to work a flexible schedule.
- Possesses a valid driver's license.
- Has knowledge of school attendance laws and regulations.
- Acquires alternatives to the above qualifications as the Superintendent and/or Governing Board may find appropriate.
- Completes documented evidence of a clear criminal record.

### **Description:**

Works with administrators and community organizations to investigate student and staff attendance and ineligible non-resident enrollments, and is responsible for school attendance violations; counseling students and their parents on the educational and legal consequences of attendance violations; assisting school districts and authorities in the enforcement of school attendance laws and local school district attendance policies; serving as a consultant and liaison to school districts and agency personnel on attendance and related issues

### **Key Functions:**

#### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

**Essential Functions:**

1. Investigates and documents violations of student and staff attendance policies and regulations as requested by the district superintendent.
2. Investigates cases of excessive absence referred by local school superintendents, principals, or appropriate legal authorities and report findings.
3. Confers with parents and/or students concerning attendance violations including conducting home visitations when necessary.
4. Works with local district school staff including principals, counselors, school nurses, and other appropriate personnel to remediate cases of excessive absence.
5. Refers to Juvenile Court students and/or parents suspected of violating compulsory school attendance laws.
6. Provides documents to principals for legal records of all cases involving students and/or parents formally cited for violating compulsory attendance laws.
7. Processes legal complaints with the prosecutor's office when truancy persists. Represents partner school at hearings. Prepares and provides detailed testimony.
8. Serves as a liaison between juvenile court, school district personnel, parents and students on school attendance issues, including Home Education.
9. Assists local school district personnel in developing local district policies and administrative rules and regulations concerning student attendance in Ohio.
10. Assists local school district personnel in identifying the parent(s) or other person responsible for the care of a child of school age.
11. Assists local district personnel to determine the legal residence, for school attendance purposes, of students enrolled or planning to enroll.
12. Visits places of employment as deemed necessary or as instructed by the superintendent and refer to the appropriate agency any case in which laws relating to the employment of minors appear to be violated.
13. Cooperates with school and agency personnel in cases dealing with known, suspected or probable delinquency on the part of school-age youth.
14. Serves as liaison between local high schools and the Medina County Career Center on student attendance issues.
15. Serves as a consultant to school districts; community and agency personnel; and parents and students on school attendance laws and procedures.
16. Works with school administrators to address enrollment issues concerning non-resident students. Helps facilitate removal of ineligible students according to legal remedies available to the school district when requested.

17. Prepares and presents physical evidence of staff attendance violations to the district superintendent.
18. Upholds board policies and follows administrative guidelines and procedures.
19. Promotes a favorable image of the service center. Supports community/school partnerships that enhance the service center's operational effectiveness.
20. Prepares a written report describing recommendations and/or resolutions related to each truancy action undertaken.
21. Maintains accurate records and submits reports on time.
22. Respects personal privacy. Maintains the confidentiality of privileged information.
23. Participates in staff meetings and professional growth opportunities as directed.
24. Accepts personal responsibility for decisions and conduct.
25. Wears appropriate work attire and maintains a professional demeanor.
26. Strives to develop rapport and serves as a positive role model for others.
27. Performs other specific job-related duties as directed.

**Other Duties and Responsibilities:**

1. Demonstrates professionalism and contributes to a positive work environment.
2. Performs prescribed activities efficiently with limited supervision.
3. Reacts productively to interruptions and changing conditions.
4. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
5. Completes paperwork accurately. Verifies and correctly enters data.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises tact and self-control when dealing with other individuals.
8. Maintains an acceptable attendance record and is punctual.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential for interaction with aggressive, disruptive, and/or unruly individuals.
4. Duties may require working extended hours.
5. Duties may require working under time constraints to meet deadlines.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

## Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: July 23, 2012**  
**Revised by Governing Board: November 19, 2018**