

SUPERVISOR OF ATTENDANCE/SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a dual function as Supervisor of Attendance and School Monitor in the Susquehanna Valley Central School District. The Supervisor of Attendance duties involve responsibility for improving school and class attendance, returning truant students to school and traveling into the field to investigate the nature of specific student absenteeism. Work is performed under the general supervision of an administrative superior with some leeway allowed for the exercise of independent judgment in the investigation and follow-up of truancy cases. The School Monitor duties involve responsibility for assisting teachers by performing assigned tasks which includes the supervision and care of children. This position differs from Teacher Aide in that the duties of School Monitor are less complex in nature. Supervision is not a responsibility of an employee in this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks student registration against school census for eligible students not in attendance;

Makes field visits which includes driving throughout the district to check for students not in attendance at school by surveying stores, area business and other locations where students gather;

Apprehends and returns truant students to school;

Makes follow-up investigations of students exhibiting continuous absenteeism or truancy;

Makes home visits to investigate the reasons for specific student absenteeism;

Maintains a record of daily investigations and case files within the area of attendance;

Works with principals, administrators and guidance counselors to present problems of truancy and work solutions;

Compiles periodic reports of work activities;

Assists teachers in supervising playground, lunch periods and study halls;

Guides children safely across streets and intersections;

Maintains order in classrooms and hallways;

Oversees and maintains order of students passing between classes, in gymnasiums, cafeterias, locker rooms and on school premises both before and after school;

Issues athletic supplies and equipment;

Helps children in lower grades with wearing apparel;

May render elementary First Aid treatment and/or accompany student to school nurse;
May, on occasion, perform simple clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic investigative techniques and procedures;
Good knowledge of school district policies and regulations regarding truant students;
Ability to employ the rules and regulations of the school district;
Ability to deal with truant students in stressful situations;
Ability to develop and maintain cooperative working relations with students, parents, school officials and the general public;
Good powers of observation;
Working knowledge of classroom/school day routine;
Ability to get along well with children and command their respect;
Ability to follow simple oral and written directions;
Ability to maintain discipline;
Neat personal appearance;
Good powers of observation;
Tact;
Courtesy;
Good judgment.

MINIMUM QUALIFICATIONS: Two years of field investigative work which must have involved face-to-face contacts with persons in the field for the purpose of verifying information and/or complaints as well as discovering additional sources of information to be investigated.

NOTE: Conducting structural interviews, telephone checks, collection work or simple on site investigations will not be considered field investigative work. Police Officer, Probation Officer and social service investigative duties generally typify qualifying work experience.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.