

Civil Division: Oneida County Schools
Jurisdictional Class: FT - Competitive
PT - Non-Competitive
EEO: Protective – Non Sworn
Revised: 03/08/05

SUPERVISOR OF ATTENDANCE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position investigates reasons for student absences. The position requires the exercise of tact and courtesy in dealing with parents and children, who have violated the compulsory Education Law. Work is performed under the general supervision of a School Principal. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Visits homes to ascertain causes of absences;
Takes census of school-age children;
Takes attendance records and submits reports of absence investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of the compulsory Education Law; familiarity with the geography of the district; ability to establish and maintain good relationship with parents and children; good powers of observation; courtesy and tact; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Applicant must be at least 21 years of age on date of appointment to meet with the requirements of the Education Law.