

ATTENDANCE ASSISTANT

Code No.: 940025

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position involved with providing assistance to students and parents to minimize frequency of absences from school and subsequent loss of instruction. Duties involve making home visits to determine cause of absence, informing parents and students of legal education requirements, and advising parents on availability of appropriate community and social service agencies. The employee reports directly to, and works under the general supervision of an Attendance Teacher, Director of Attendance or other higher level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Makes daily home visitations, as assigned by Attendance Teacher, to determine cause of absence;

Confers with parents and students regarding cause and frequency of absences;

Investigates unwarranted or illegal absences;

Discusses health problems and provides information for assistance, consulting with school nurse or health agency, as appropriate;

Recommends community or social service agency involvement and provides resource information as needed;

Develops simple narrative reports on findings for submission to Attendance Teacher.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school district policies, programs and resource personnel structure; good knowledge of appropriate community and social service agencies and resources for referral and assistance in addressing health and other problems related to student absenteeism; good knowledge of and understanding for problems facing youth; working knowledge of New York State Education Law as it relates to maximum compulsory education age; working knowledge of techniques and procedures for effective interactions with students and parents; working knowledge of community serviced by the school district; ability to identify health and/or social related problems in the home environment affecting absenteeism, and refer to appropriate resource agencies; ability to develop simple narrative reports of findings regarding absenteeism; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships with students, parents, administration and other professional staff; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of sixty (60) college semester credit hours including a minimum of twelve (12) college semester credit hours in human services, psychology, sociology or education*; OR
- (B) Successful completion of thirty (30) college semester credit hours including a minimum of six (6) college semester credit hours in human services, psychology, sociology or education*, plus one (1) year of paid full-time or its part-time equivalent work experience in a paraprofessional or professional** capacity involving the instruction, counseling or supervision of youth, or responsible public contact work*** with youth, ALL of which must have been in a school district, or a human services or community service agency; OR,
- (C) Two (2) years of paid full-time or its part-time equivalent work experience as defined in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

*Candidates must submit, at the time of application, an official or student copy of a college transcript or an itemized list of course work and credits received if qualified under (A), (B) or (D) above.

**paraprofessional or professional for the purposes of these minimum qualifications does not include secretarial, clerical, maintenance or similar work.

***responsible public contact work is defined as substantial face-to-face or telephone communication with youth involving persuasion, teaching, advising, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: July 14, 1983
REVISED: September 8, 2011