

## COORDINATOR OF SENTRY AND ATTENDANCE ADMINISTRATION

Code No: 4-18-262

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an important staff position within the City School District Central Office involving coordination of an in-service training program for the district's sentry staff and analysis/assessment of the district's computerized attendance projects utilized in the secondary schools. Employees in this class function as an assistant to the Supervising Director of Secondary Instruction on these projects allowing the Supervising Director an opportunity to execute more substantive duties. This position differs from that of Supervisor of School Sentries in that the focus of the position is staff support and in-service training for the sentry staff, as well as attendance duties, rather than responsibility for the daily operation and supervision of the sentry staff. Supervision of others is not a responsibility of this class. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Assists the Supervising Director of Secondary Instruction in the implementation and monitoring of the district's secondary attendance projects, which include the rebate, telephone robot and home visit project;

Collects and analyses the summer and school year reporting of attendance throughout the district;

Prepares regular reports and updates on the status of attendance projects;

Meets with community agencies to discuss strategies to improve attendance in both the elementary and secondary schools;

Assists schools in obtaining needed attendance information;

Prepares and maintains budget for sentry training program and attendance projects;

Organizes the sentry staff's in-service training calendar;

Develops and coordinates an in-service training program for the district's sentry staff;

Arranges for speakers and staff participants at training sessions;

Revises sentry handbook annually;

Assists in developing the agenda for sentry council meetings and serves as a representative of the secondary instruction department at meetings;

Acts as liaison between Sentries, Supervisor of Sentries and the Supervising Director of Secondary Instruction;

May check records to ensure that all necessary sentry training hours have been completed;

May confer with professional training services, educational institutions or other organizations that provide training materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of secondary school organization and its environment; good knowledge of community agencies available for assistance in addressing student absenteeism; working knowledge of budget preparation; ability to identify training needs and to coordinate in-service training needs for sentries; ability to organize material and data into accurate and concise narrative and statistical reports; ability to analyze and interpret data; ability to represent administrator at meetings; organizational ability; ability to maintain open lines of communication with sentry staff; ability to establish and maintain effective working relationships with staff and community agencies; ability to communicate effectively, both orally and in writing; innovation; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years of paid full-time or its part-time equivalent experience in the coordination and evaluation of administrative programs/projects in an elementary or secondary school setting.
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus three (3) years of paid full-time or its part-time equivalent experience as described above, one (1) year of which shall have involved direct working contact with a security staff.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 11, 1984