



## Pickens County Board of Education Job Descriptions

### **ATTENDANCE OFFICER**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 DAYS

REPORTS TO: Superintendent/Designee

QUALIFICATIONS:

1. Teaching Certificate
2. Five years experience in school administration or teaching preferred.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Will help students resolve such personal, emotional, social, community, school and family problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of their educational opportunities.
- Serves as liaison between home and school to promote understanding and cooperative efforts in focusing on the individual child's needs.
- Counsels with parents towards improving home situations whereby more favorable conditions will be attained in regard to school work, behavior, attendance, and interest.
- Helps families better understand the school and its programs.
- Makes home visits for the purpose of gathering helpful information on a student's background.
- Participates in group counseling sessions when requested by school personnel.
- Attends court when cases are presented, using the services of the school attorney if needed.
- Initiates petitions to juvenile court and prepares cases for formal hearings.
- Initiates petitions to superior court when parental violations of the Georgia compulsory school attendance law occurs.
- Works closely with school attendance personnel, principals, guidance counselors, and teachers regarding students who are absent too frequently and who have not

responded to basic corrective efforts.

- Participates with other members of the school staff such as SAFE Teams, SST, Placement Committees when requested.
- Serves as liaison between school, home, outside agencies, and works, closely with the Attendance Support team composed of lead representative from a spectrum of state and local social agencies, including Department of Health, Mental Health, Children and Youth Services, Family and Children Services and Sheriff's Dept.
- Helps families make appropriate social agency contacts.