

Senior Attendance Officer

Position Details

Class Code: 4010

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises attendance officers and serves as liaison between the Clark County School District and other agencies in an attendance enforcement program.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises and trains attendance officers and assures effective attendance enforcement.
2. Plans and schedules in-service trainings on subject matters not related to truancy (i.e., child abuse, neglect, etc.)
3. Compiles and prepares statistical reports on truancy and educational neglect.
4. Organizes clothing drives with elementary schools when needed to assist the Operation School Bell program.
5. Provides input for the evaluation of assigned staff.
6. Monitors daily activity log of attendance officers.
7. Reviews work procedures and develops methods to improve work performance.
8. Assists the Clark County School District Office of the General Counsel with serving subpoenas; periodically serves as a subpoena witness for court proceedings.

9. Transmits and receives communication from attendance officers, school police, and schools via two-way radio.
 10. Visits assigned schools according to schedule and conducts special field investigations.
 11. Coordinates searches for lost and/or runaway elementary students.
 12. Acts as liaison between the District and Juvenile Court Services.
 13. Receives attendance and neglect complaints from schools, school police, the community, and other agencies.
 14. Files formal complaints against parents and guardians who contribute to truancy.
 15. Determines the accuracy/validity of Preventative Court referrals; maintains referral log.
 16. Arranges meetings with local juvenile law enforcement officers, youth parole counselors, probation officers, and District administrators regarding truants as appropriate.
 17. Reports suspected child abuse, neglect, or abandonment cases encountered during routine investigations to appropriate agencies.
 18. Assists administrators/law enforcement agencies during periods of student unrest.
 19. Addresses concerns from the public, school administration, etc., regarding attendance officers.
 20. Conforms to safety standards as prescribed.
 21. Performs other tasks related to the position as assigned.
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Distinguishing Characteristics

Involves supervision of attendance officers and coordination of the attendance enforcement program.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of laws, rules, regulations, and procedures governing student attendance.
2. Ability to learn 10- and 400-codes.
3. Ability to prepare reports on own initiative or as directed.
4. Ability to relate to students and parents and gain their cooperation.
5. Ability to work independently.
6. Ability to meet predetermined deadlines.

7. Ability to plan and coordinate work.
 8. Ability to maintain confidentiality of information.
 9. Ability to supervise and evaluate employees.
 10. Ability to work flexible hours or shifts.
 11. Ability to speak persuasively to individuals or groups.
 12. Ability to interpret and apply written and verbal instructions.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work cooperatively with employees, students, parents, the community, and other agencies.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years of work experience in school or community settings dealing with school-age children.
3. Safe driving history.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

Supervisory or management experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Working in offices and driving various cars in traffic, transporting students to and from schools, homes, Juvenile Court Services, and other public agencies.

Work Environment

Strength

Light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; or negligible amount of force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to weather conditions ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District issued/personal vehicles, computers, copy machines, fax machines, two-way radios, mobile telephones, 10-key adding machines/calculators, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/24/23
- Created: 07/01/88