

Narragansett School System

TITLE: Attendance Officer

JOB DESCRIPTION: The Attendance Officer works with the schools in cases of truancy and absenteeism. He/she also investigates residency issues.

MINIMUM QUALIFICATIONS:

- Documented 2 years of education beyond high school
- Experience working with government agencies such as education, law enforcement, courts, etc.
- Ability to establish and maintain effective communications with school officials, parents, students, and appropriate state/local agencies
- Driver's license and personal automobile

DUTIES AND RESPONSIBILITIES:

1. Preparation of truancy petitions
2. Check on residency issues
3. Track attendance of students identified by school building administration
4. Attend court hearing as needed or required
5. Attend meetings with school department administrators and attorney as needed or required
6. Other tasks appropriate to the title as assigned by the Superintendent of Schools