

# Attendance Officer

## Position Details

Class Code: 4000

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, investigates and assists in resolving student absences.

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## Essential Duties and Responsibilities

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

1. Investigates absentee referrals, determines cause of absence, and reports findings to school(s).
2. Interprets compulsory education laws to parents/guardians, school personnel, and community agencies.
3. Transmits and receives communications from Senior Attendance Officer and schools via two-way radio.
4. Works with parents/guardians, school personnel, and other agencies to learn and resolve causes of student absence.
5. Transports unlawfully absent students encountered in the field back to school.
6. Searches for lost and/or runaway elementary students.
7. Removes and transports suspended students from schools, as necessary.
8. Prepares written reports of student absenteeism incidents or investigations.
9. Maintains daily activity log.
10. Transports students in need of clothing to Operation School Bell.
11. Cites and serves court citations for truancy.
12. Responds to anonymous calls regarding students not enrolled in school.

13. Provides transportation for students/parents/guardians to their homes in the event of illness, injury, or other school-related special need.
  14. Reports child abuse, neglect, hazardous health conditions, or habitual truancy to juvenile authorities.
  15. Visits assigned schools according to schedule; conducts special field investigations, as assigned.
  16. Administers First Aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
  17. Assists school administrators and law enforcement agencies during periods of student unrest, which may include physical interventions (i.e., jogging or running after student(s) to prevent them from doing harm to themselves or others.)
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves assisting students, parents/guardians, and school staff in resolving student attendance issues.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to learn 10 codes and 400 codes.
3. Ability to interpret and apply written/verbal instructions.
4. Ability to speak clearly and operate two-way radios.
5. Ability to write reports.
6. Ability to relate to and gain cooperation of students, parents, and guardians.
7. Ability to work independently.
8. Ability to learn student attendance laws, procedures, and practices.
9. Ability to meet predetermined deadlines.
10. Ability to maintain confidentiality of information.
11. Ability to speak persuasively to individuals and groups.
12. Ability to deal with unusual student behavior.
13. Ability to work cooperatively with employees, students, parents/guardians, the community, and other agencies.
14. Ability to recognize and report hazards and apply safe work methods.

15. 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 (General Education Development (GED), foreign equivalency, etc.).
2. Two (2) years' work experience in school/community settings, dealing with school-age children.

### **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. 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.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certification must be uploaded into the application.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. Copy of a valid driver's license that allows the applicant 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. Safe driving record.

5. Current CPR/AED certification as indicated above. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District (CCSD) schools, offices, and other CCSD facilities. Drives vehicles in traffic, transporting students to/from schools, homes, Juvenile Court Services, and other public agencies.

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## **Work Environment**

### **Strength**

Light - exert force up to 15 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office settings to work outdoors with exposure to weather and temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and frequent exposure to hazardous materials/waste.

### **Hazards**

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

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## Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, mobile radios, telephones, copiers, fax machines, computers, etc.

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### 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: 06/14/24
- Created: 07/01/88