



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: ATTENDANCE OFFICER

QUALIFICATIONS:

1. Has prior experience in surveillance and investigative work.
2. Demonstrates confidentiality, perseverance, thoroughness and creativity.
3. Possesses organizational, problem solving and decision making skills.
4. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

JOB GOAL: To provide confidential service in investigating situations involving residency and student attendance and to make appropriate reports to the Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

1. Investigates situations, as assigned by the Superintendent, promptly and confidentially in accordance with state laws, district policy and established procedures.
2. Maintains accurate records and makes appropriate oral and written reports to the Superintendent concerning the investigations.
3. Provides input to the Superintendent in order to facilitate and, as necessary, enhance the investigation of residency and student attendance situations.
4. Maintains confidentiality in the implementation of performance responsibilities.
5. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated.

SOURCE: Regular Public Board meeting
DATE: April 27, 1995