



SCHOOL ATTENDANCE OFFICER

CHARACTERISTICS OF WORK:

This is highly responsible, administrative work consisting of implementing and ensuring statewide compliance with the Mississippi Compulsory School Attendance Law, dropout prevention efforts, and regulations or policies adopted by the State Board of Education. Incumbents must exercise a high degree of independent judgment in appraising situations and making decisions. Work is performed under the direction of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in a Behavioral Science or related field.

OR

Experience:

Three (3) years combined actual experience as a school teacher, school administrator, law enforcement officer possessing such degree as indicated above, and/or social worker to include licensure as a Social Worker by the State of Mississippi.*

*Required by Mississippi Code Annotated (1972), Section 37-13-89.

Licensure:

Applicant must possess a valid Driver's License, as verified by the hiring agency.

Required Documentation:

Applicant shall submit a valid copy of his/her transcript to verify completion of degree major. Applicant may be required to submit a valid copy of his/her licensure as a Social Worker by the State of Mississippi.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Takes initiative to accomplish stated and unstated goals. Possesses effective time management skills. Acts as a mediator to negotiate among school personnel and school age children.

Dropout Prevention: Encourages compulsory school age children to attend school and assists with the implementation of an effective model of student accountability to ensure attendance.

Provide appropriate counseling to encourage all school age children and parent, guardian, or custodian of school age children to attend school until they have completed high school. Attempt to secure the provision of social or welfare services that may be required to enable any child to attend school. Gathers data on youth in the detention centers and monitors the effectiveness of programs at the centers.

Technical Assistance with School Attendance: Works with school staff to identify habitually absent or truant students.

Cooperates with any public agency to locate and identify all compulsory-school-age children who are not attending school. Investigates all cases of nonattendance and unlawful absences by compulsory-school-age children not enrolled in a nonpublic school. Contacts the home or place of residence of a compulsory school age child and any other place in which the officer is likely to find any compulsory-school-age child, including the employment of the parent, guardian, or custodian of the child when the child is absent from school during school hours without a valid written excuse from school officials, and when the child is found, the officer shall notify the

parents and school officials as to where the child was physically located. Collects and maintains information concerning absenteeism, dropouts and other attendance-related problems, as may be required by law or the Office of Compulsory School Attendance Enforcement.

Enforcement: Cooperates with all courts of competent jurisdiction.

Serves as the Department of Education's liaison between courts, schools, and law enforcement. Files complaints/petitions and presents court reports with the Youth Court or Courts of Competent Jurisdiction.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Cooperates with various agencies and courts to investigate, locate, and identify all compulsory school- age children who are not attending school.
2. Encourages school-age children to attend school through counseling services and by securing the provision of required social or welfare services.
3. Maintains information concerning attendance-related problems and files necessary paperwork with the courts.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Cooperates with any public agency to locate and identify all compulsory-school-age children who are not attending school.

Cooperates with all courts of competent jurisdiction.

Investigates all cases of nonattendance and unlawful absences by compulsory-school-age children not enrolled in a nonpublic school.

Travels extensively in own vehicle to locate compulsory-school-age children not in school.

Contacts the home or place of residence of a compulsory-school-age child and any other place in which the officer is likely to find any compulsory-school-age child, including the employment of the parent, guardian, or custodian of the child when the child is absent from school and notifies the parents and school officials as to where the child was physically located.

Contacts promptly the home of each compulsory-school-age child in the school district within the officer's jurisdiction who is not enrolled in school or is not in attendance at public school and gives written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

Serves as the Department of Education's liaison between courts, schools, and law enforcement.

Provides appropriate counseling to encourage all school-age children and parent, guardian, or custodian of school age children to attend school until they have completed high school.

Attempts to secure the provision of social or welfare services that may be required to enable any child to attend school.

Performs follow-up counseling after adjudication.

Files complaints/petitions and prepares and presents court reports with the Youth Court or Courts of Competent Jurisdiction.

Collects and maintains information concerning absenteeism, dropouts and other attendance related problems, as may be required by law or the Office of Compulsory School Attendance Enforcement.

Gathers data on youth in the detention centers to properly track students.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.