

**ATTENDANCE DIRECTOR**

**JOB SUMMARY**

Organize, manage, coordinate, and monitor attendance district-wide to ensure compliance with local, state, and federal guidelines.

**QUALIFICATIONS**

- Master's Degree
- Five years administrative experience
- Valid professional license with appropriate Administrator/Supervisor endorsement and Attendance Supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Director of Schools
- Counseling and Consultation:
  - Assist in the reduction of problem behaviors through parent/teacher/principal consultation, individual implementation of behavior management techniques or coordination of community agency referrals
  - Participate as Professional Intervention Team (PIT) team member at the school level as needed
- Home Visitation:
  - Assist parents in understanding the needs of their children, policies and procedures of the school and their rights and responsibilities
  - Assist in overcoming obstacles to school attendance, achievement, and school functioning
- Crisis Intervention:
  - Reduce tension of pupil and parent in crisis by assessing the situation, providing understanding and support, and offering alternatives for action
- Provide services as needed for students eligible for special education
- Maintain Contact with Wilson County Child Protective Services concerning child abuse, neglect, and dependency cases in accordance with the Lebanon Special School District policies and procedures
- Work with the Wilson County Juvenile Court to enforce the state of Tennessee compulsory attendance law
- Responsible for tracking no-shows throughout the year as appropriate
- Coordinate recognition of students with perfect attendance in each school as well as the media
- Participate in community and public relations activities, including presentations and public speaking engagements as assigned and/or appropriate
- Participate in professional activities at the local, state, and national levels
- Perform other duties as assigned by the Director of Schools