

## SCHOOL ATTENDANCE AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists professional staff by contacting parents by telephone, personal visit or letter to determine the reasons for student absences. The incumbent is also responsible for related record keeping. The work is performed under the supervision of professional staff. Supervision over the work of others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Maintains an accurate record, and documentation, of students' absences and/ or latenesses;

Contacts parents, by telephone and/ or correspondence, regarding students' absences and/ or latenesses;

Discourages absenteeism by conducting home visits, as necessary;

Reports problems observed in the home to counselors, teachers and/ or other professional staff;

Prepares reports as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of attendance office practices and procedures working knowledge of state requirements regarding legal and illegal absences; working knowledge of interviewing techniques; ability to ascertain facts through interview; ability to prepare simple reports and maintain accurate records; ability to establish and maintain effective working relationships with others; ability to gain the cooperation of others; ability to express oneself clearly and concisely both orally and in writing; good judgment; intuitiveness; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of a high school equivalency diploma; **AND**
2. One year of full-time paid, or its' part-time equivalent, experience in a school setting which required day to day contact with student population.

ULSTER COUNTY  
5649 SCH AT AID  
Classification: Competitive  
OA

Adopted: July 17, 1995