

SUPERVISOR OF ATTENDANCE

GENERAL STATEMENT OF DUTIES: Investigates reasons for student absences; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is simple investigatorial work requiring the exercise of a considerable amount of tact and courtesy in dealing with parents and children, who have violated the compulsory education law. Work is performed under general supervision of a school principal or superintendent.

EXAMPLES OF WORK: (Illustrative only)

Visits homes to ascertain causes of absences;

May take census to school age children;

Advises welfare office of cases where relief is needed;

Examines working papers;

Takes court action against parents and children when necessary;

Keeps a record of work;

Cooperates with guidance department in reporting conditions under which students live.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Some knowledge of modern principles and practices and social case work; some knowledge of the techniques involved in making routine investigations; good knowledge of the compulsory education law; familiarity with the geography of the district; ability to establish and maintain good relationships with parents and others; good powers of observation; courtesy and tact; good judgment; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from senior high school.

Telephoned C. Snow - informed full time is comp. April 4, 1974

D. Keough, ltr re: Onteora October 15, 1974 - may be occupied only part time, NC

ULSTER COUNTY
7040 SUPV ATTEN
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