The Bledsoe County Board of Education is accepting applications for the following:

Position:   Attendance Coordinator

Requirements:  Bachelor’s Degree or Experience in Attendance and Skyward (Preferred but not

 required.

 Computer Skills Required.

                         Copy of resume and transcripts

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* Duties include, but are not limited to the following:
* Maintain a professional awareness of regulations regarding child welfare and attendance by having a working knowledge of state law, board policy and administrative regulations.
* Confers regularly with student personnel services regarding attendance matters.
* Works closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
* Liaison between LEA and parents of truant students.
* Collates weekly attendance reports from all schools and complies monthly district-wide attendance reports.
* Maintains records of Truancy Board.
* Compiles weekly truancy board list for schools.
* Organizes truancy board data for court dates.
* Maintains records of students' attendance at truancy board meeting.
* Schedules and represents LEA in Tier II Truancy Meetings.
* Conducts such auditing of enrollment, attendance, and transfer records in schools as may be necessary to assure compliance with applicable laws and principles of accounting for students.
* Participate in case conferences.
* Refers any student who appears to have exceptional problems which interfere with school attendance or adjustment to schools counselors and psychologist.
* Initiates petitions to juvenile court and prepares cases for formal hearings.
* Attend family court when Attendance Supervisor is unavailable.
* Serves as liaison between the school and the parents, court, community agencies and police authorities when Attendance Supervisor is unavailable.
* Works closely with guidance counselors in the identification and counseling of potential dropouts.
* Oversees registration and record keeping for home school students.

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Deadline for applications:  Until Filled

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Applications are available at the Bledsoe County Board of Education at 478 Spring Street, Pikeville, TN  37367 or online at www.bledsoecountyschools.org.  (423-447-2914)

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Post Date:  08/31/2022