



Mobile County PUBLIC SCHOOLS

Job Description Title – ATTENDANCE RESOURCE WORKER

SUPERVISED BY/REPORTS TO: Supervisor of Attendance or his/her designee

FLSA Designation: Exempt

QUALIFICATIONS:

- Must have a Master's degree from a regionally accredited college or university in Counseling, Criminal Justice, Social Work, or Public Administration with valid license issued by Alabama State Board of Social Work Examiners.
- Must have experience in social agency or social science casework.
- Must have basic knowledge and skills needed for working in a variety of situations with individuals of diverse economic, social, and educational backgrounds
- Suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Must possess a valid Alabama Driver's License and dependable transportation.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, and any other documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, and contributing to building a positive team spirit. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change.

REASONING ABILITY:

Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deals with problems involving several concrete variables in standardized situations. Ability to identify and define problems, collect data,

establish facts, and draw valid conclusions. Cognitive flexibility to shift thinking or attention in response to student needs, problem solving steps, and/or a new or unexpected situation.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and Microsoft Office software. Must learn other software used by the district.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Maintains a professional awareness of state school attendance laws and board policy.
2. Confers regularly with the supervisor of attendance services regarding attendance matters.
3. Works closely with principals, teachers, and school nurses regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
4. Informs District Attorney's office and Juvenile Court officials of the attendance patterns of offenders.
5. Conducts audits of enrollment and attendance records in the various schools as necessary to ensure compliance with applicable laws and school board policy.
6. Participates in the Early Warning Truancy Program weekly.
7. Assists in obtaining birth certificates, student records, and required immunizations.
8. Initiates petitions to juvenile intake and prepares cases for formal hearings.
9. Attends juvenile court when cases are presented.
10. Respects confidentiality of all students records and meetings.
11. Maintains appropriate confidentiality regarding school/workplace matters.
12. Attends all required training meetings and workshops.
13. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
14. Reports absences and takes leave in accordance with Board policies and procedures.
15. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
16. Works well with all supervisors and other members of the team.
17. Performs all other duties determined by the Executive Director in charge of Student Support Services or the Supervisor of Attendance.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift up to 25 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- ✓ Duties are normally performed in a school environment. Duties may be occasionally performed away from school. The noise level in the work environment is usually moderate.
- ✓ While performing the duties of this job, the employee may be exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The noise level in the work environment is usually moderate.
- ✓ Frequent district-wide travel to multiple campuses as assigned.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Supervisor of Attendance or his/her designee.

TERMS OF EMPLOYMENT

10-months (202 days) 8 hours per day. Daily work schedule will be determined by the Supervisor of Attendance or his/her designee. Work schedules are subject to change. An at will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.