

SUPERVISOR OF ATTENDANCE Tompkins County

Classification: Non-competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: Graduation from a senior high school.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Applicants must be at least 21 years of age at the time of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

GENERAL STATEMENT OF DUTIES: Under general supervision, assists in the administration of the compulsory education and related laws; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties are of both an investigatory nature involving the determination of causes of absence from school and within limits the rehabilitation of children and the interpretation of the school program to parents and children. Although many cases are handled according to a prescribed routine, employees in this class must be capable of assuming initiative and exercising judgment in order to handle questions as they arise in the field.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Receives daily reports and complaints from school officers;
- Makes field investigations in order to locate school absentees;
- Determines causes of attendance failure by interviewing children, teachers and parents;
- Makes home visits to ascertain facts, develop and secure family cooperation;
- Enforces the street trades provision of the law by making field investigations;
- Attends formal and informal court hearings;
- Prepares written and oral reports;
- Keeps daily records of work and makes periodic reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of the compulsory education and related laws;
- Good knowledge of school organization;
- Skill in interviewing; ability to establish and maintain good relationships with all types of people;
- Good physical condition.