



POSTING DATE: February 15, 2019

POSITION TITLE: Attendance Officer

QUALIFICATIONS:

1. Prior Law Enforcement and/or School Resource Officer experience preferred
2. Ability and willingness to be “Deputized” where applicable
3. Prior Coaching and/or School related work experience required
4. Experience and awareness of available family and child services
5. Knowledge of applicable Truancy and FERPA laws preferred
6. Basic word processing computer skills
7. Valid Michigan driver’s license with a good driving record
8. Must submit to and pass all required pre-employment screening

SERVICE PROVIDER JOB DESCRIPTION:

The primary role of this position is to ensure that students are attending school and investigate students who have unexcused or excessive absences based on local district referrals. The Attendance officer will work with school staff, county representatives, and other regional service agencies to intervene on behalf of referred students and families to get them on the right track and attending school as required by law. Additionally, this position will serve as an intermediary between school officials, parents, law enforcement agencies and the court system throughout the three county region on a referral basis.

ESSENTIAL DUTIES, EXPECTATIONS AND RESPONSIBILITIES:

- Shall investigate each case of nonattendance at school when notified by a teacher, superintendent, intermediate superintendent, or other person of a violation of the compulsory attendance law
- Shall have duties of deputy sheriff within the district or ISD while performing official duties
- Shall perform duties of attendance officer for constituent districts that do not have an attendance officer
- If the constituent district superintendent or the ISD superintendent requests, may notify a parent, by registered mail, to come to school to discuss the irregularity in attendance, failing work, or behavior problems with proper school authorities
- Shall receive (from ISD superintendent), at the start of each school year, a list of teachers and superintendents employed in constituent districts that do not employ its own attendance officers

- Shall receive assistance and information from school officers, superintendents, and administrators to assist in the work
- When necessary, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school or other school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school, and:
 - shall notify the intermediate superintendent or superintendent of schools of the service of notice;
 - shall receive notice from the ISD superintendent or local superintendent if the parent fails to appear, as required by the attendance officer's notice-letter;
 - shall determine whether the parent or other person in parental relation has complied with the notice;
 - shall make a complaint against the parent if the parent fails to comply. The complaint shall be made to the court having jurisdiction in the county of residence for refusal or neglect to send the child to school;
 - The court shall issue a warrant upon the complaint and shall proceed to hear and determine it in the same manner as is provided for other cases under its jurisdiction.
- Other duties as assigned

LOCATION: Cheboygan, Otsego and Presque Isle Counties

STARTING DATE: As soon as possible

REPORT TO: Superintendent

TERMS OF EMPLOYMENT: To be determined based on experience and qualifications.

Position hours will be determined on an as needed basis based upon referral caseload with a minimum of 80 hours per school year. This position will be contracted through Thumb Educational Services.

APPLICATION DEADLINE: Until Filled

APPLICATION PROCEDURE: Persons interested are requested to submit a letter of application to:

Mr. Jamie Huber
 C.O.P. E.S.D.
 6065 Learning Lane
 Indian River, MI 49749

or

via email at huberj@copese.org