

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Attendance Officer**  
**Position**

**REPORTS TO:** Head Attendance Officer

**RESPONSIBILITIES:**

- 1) Works in conjunction with Student Support Services Staff to improve students' attendance.
- 2) Keeps complete and up-to-date records as required
- 3) Respects the confidentiality of information about children, the school, and the home.
- 4) Works closely with health, welfare, police and other social-service agencies.
- 5) Gathers information from schools and homes and conducts investigations of non-attendance of students; additionally, has the authority to recommend court proceedings against parents.
- 6) Performs other duties related to the job

**QUALIFICATIONS:**

- 1) A high school diploma or its equivalent
- 2) Ability to work hours beyond the normal work day as well as some weekends
- 3) Demonstrated ability to perform in the areas of responsibility
- 4) Evidence of satisfactory interpersonal skills
- 5) Ability to handle difficult situations involving students' attendance and related problems.
- 6) Required criminal history background check and eligibility to work in the United States
- 7) All applicants must meet NJ Residency requirements as per "New Jersey First Act," , N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 8) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education\

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

#### **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

[\*\*https://www.applitrack.com/eosd/onlineapp/\*\*](https://www.applitrack.com/eosd/onlineapp/)

#### **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

#### **TERM OF EMPLOYMENT:**

Ten-month work year

#### **SALARY RANGE:**

Negotiated Bargaining Agreement between the EOBOE and the EORPA

**Approved by the East Orange Board of Education: February 9, 2021**

*Revised 1/26/2021*