CLERMONT NORTHEASTERN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Position Title: Attendance Specialist

Reports To: Building Principals / Superintendent or Designee

FLSA Status: Non-Exempt / Exempt (Per Contract Terms)

POSITION PURPOSE The Attendance Specialist oversees attendance across the district to enforce the compulsory school laws of Ohio. This role serves as a key bridge between families, building administration, and the community to improve student attendance, monitor negative attendance criteria, and facilitate truancy interventions and legal proceedings when necessary.

KEY RESPONSIBILITIES

District-Wide Attendance Monitoring & Communication

- Oversee student attendance across all district buildings to identify potential attendance problems, chronic absenteeism, and habitual truancy.
- Track student attendance data, daily logs, and official records using district software systems (e.g., DASL.)
- Communicate regularly with building administrators when students reach specific attendance thresholds or negative attendance criteria.
- Issue formal warning letters and notifications to parents or legal guardians when students accumulate a specified number of absences as outlined by state and district attendance policies.
- Maintain accurate records of students on "doctor's excuse only" status or probation for attendance violations.
- -Reports on attendance data to building principals and board office on a specified basis.
- -Tracks and reports trends in attendance data at building and district level.

Truancy Meetings & Intervention

- Facilitate truancy intervention meetings with families, building administrators, guidance counselors, and external agencies when students hit critical unexcused absence thresholds.
- Work collaboratively with school teams to develop, monitor, and enforce absence intervention plans for habitually truant students.

- Conduct home visits and field checks to investigate suspicious or unexcused absences and engage directly with families.

- Consult with administrators and support staff regarding social or home factors affecting attendance to involve counselors or support services.

Legal Compliance & Court Liaison

- Serve as the primary liaison between the district, local juvenile courts, and law enforcement agencies.

- Prepare, serve, and file formal court citations or truancy charges against students or parents in compliance with the Ohio Revised Code.

- Monitor student compliance with court-issued attendance orders and inform the court immediately of any violations.

Residency & District Support

- Supports building administration and central office with address checks, residency verification, child custody documentation, and Homelessness support.

- Help identify missing students, follow up on "no-show" cases, and assist with missing registration documentation (e.g., birth certificates, immunization records).

- Maintain strict confidentiality regarding student records and legal matters.

- Perform other related duties as assigned by building administrators or the Superintendent.

QUALIFICATIONS

- **Education:** High School Diploma or equivalent required (Associate's or Bachelor's degree in Education, Criminal Justice, or Social Work preferred).

- **Experience:** Previous experience in a school environment, law enforcement, juvenile court system, or social services setting preferred

- **Knowledge:** Understanding of the Ohio Revised Code, state attendance laws, and local juvenile court procedures

- **Skills:** Strong communication, conflict resolution, mediation, and organizational skills. Proficient in data entry and student information systems (DASL, Excel, Word, Google Docs)

- **Requirements:** Valid Driver's License and reliable transportation. Must pass satisfactory BCII and FBI background checks.

WORKING CONDITIONS

- Frequent travel between district school buildings, student homes, and county court facility locations.

- Occasional interaction with unruly or confrontational individuals.
- Physical tasks may require sitting, standing, driving in inclement weather, bending, and lifting up to 40–50 lbs.