

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6070
Pay Grade: D11

FLSA: Non-Exempt

ATTENDANCE SPECIALIST

MAJOR FUNCTION:

Performs responsible work thoroughly investigating student absences and performing some counseling with students in a large school system. Work is performed independently conferring with assistant principals and principals concerning attendance patterns and trends of various truant students and is reviewed through progress reports, conferences, and general administrative observation.

DUTIES AND RESPONSIBILITIES:

- Investigates absences of all students referred; makes recommendations to schools or appropriate agencies.
- Interprets State laws, school rules, regulations, procedures and policies to school personnel and parents.
- Counsels students regarding truancy; coordinates and makes case referrals to other school and county agencies.
- Prepares a variety of written reports and investigative activities.
- As assigned, represents the school system in Juvenile Court; schedules cases on court docket; notifies parents; types legal compliant forms, papers and records.
- Applies knowledge of State and School Board laws, rules, regulations and procedures as they relate to attendance and truancy.
- Communicates orally and in writing with students, parents, school personnel and other agency officials.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED with some social case work experience or an equivalent combination of education, training and experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 8/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM; REVIEWED: 11/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ATTENDANCE SPECIALIST

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | X | | |
| 11. Standing for more than two hours at a time | | | X | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | | | | X | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Attendance Specialist - PESPA