



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>SUPERVISOR OF ATTENDANCE</b>
Jurisdictional Class:	Non-Competitive (*Part Time)
Civil Division:	County Schools
Adoption:	CSM 11/01/75
Revised:	CSM 09/08/04, 03/12/08

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**DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision, assists in the administration of the compulsory education and related laws; does related work as required. 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 for the ascertainment of facts, the development of plans, and the securing of family cooperation;  
Refers recurring and difficult cases to the director of attendance;  
May assist school teachers by performing varied duties associated with the classroom environment;  
May provide individual assistance to students as directed by the teacher;  
Enforces the street trades provision of the law by making field investigations;  
Attends formal and informal court hearings;  
Assists in the preparation of the school census;  
Prepares written and oral reports;  
Keeps daily records of work and makes periodic reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the compulsory education and related laws;  
Good knowledge of school organization;  
Good knowledge of community and economic resources;  
Working knowledge of child psychology;  
Skill in interviewing;  
Ability to establish and maintain good relationships with all types of people;  
Poise and emotional stability;  
Good judgment;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a high school equivalency diploma.

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