

Oneida Special School District

Job Description

Position Title:	Attendance, Maintenance, and CTE Director
Reports To:	Director of Schools
Job Goal:	To provide for and maintain all facilities and grounds within the district and to oversee attendance program for the school system
Term of Employment:	To be determined by the Director of Schools

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Direct supervision of janitorial and maintenance staff.
- Coordinate installation, maintenance and repair work in OSSD buildings.
- They hire, train, and oversee workers and determine repair procedures in OSSD buildings.
- Oversee and coordinate the workers who maintain and repair electrical, plumbing, ventilation and other building systems
- They may be responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed
- Maintenance-related duties include performing initial evaluations of building systems and distributing work assignments
- Supervisors hire workers, organize schedules, and assign work activity
- Supervisors evaluate each worker's performance to ensure quality operations
- Confer regularly with his/her supervisors, the school principals or their designees, regarding matters related to student attendance and welfare.
- Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
- Work closely with all school personnel regarding matters related to student attendance and welfare.
- Recommend pupil referrals to the school principal or designee for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
- Responsible to implement and oversee the District School Attendance program.
- Act as a liaison between the school and community agencies, such as public and private welfare, psychiatric, and law enforcement agencies. Serves as liaison between district, school, and home to explain legal procedures involving school attendance.
- Participate in in-service training of school personnel in matters related to student attendance and welfare.
- Investigate non-attendance to insure legality of absence excuses.
- Prepare all necessary attendance reports, etc.
- Assist in the direct supervision of attendance office personnel.
- Enforce the district's rules and regulations related to school attendance areas.

- Prepare attendance reports, etc., as requested by the school or district administration.
- Interprets the Tennessee State Code, court rulings, and the Students Rights and Responsibilities Handbook relating to student attendance issues.
- Gathers and reviews attendance data to identify students who are excessively truant.
- Assesses students with attendance problems and makes home visits to assess the family environment.
- Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
- Assists with implementing truancy prevention programs for assigned schools and recommends strategies to support and improve regular school attendance.
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Director of Career & Technical Education
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- Current Tennessee teaching license.
- Administrative Degree
- Demonstrates a wide range of knowledge in school law and attendance.
- Demonstrates effective organizational skills.
- Possess good oral and written communication skills.
- Possess interpersonal skills
- Ability to interpret policies as related to job function.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Work closely with law enforcement and the county court system.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position