

# Fairview Public Schools

## Fairview, New Jersey

**Job Description:** Head of Security/Attendance Officer

Reports to: Superintendent of Schools, Building Principal

**Summary:**

The person serving in this capacity will coordinate and monitor student attendance issues with concentration on chronic attendance problems. He/She will be responsible to research and report on both attendance and/or residency issues that come to the attention of the administration, as well as, tabulate data for reports as directed by the Superintendent. The person serving in this capacity as Head of Security will also be responsible for security on school grounds during school hours, before school commences, and at the conclusion of the school day. All security matters must be documented and a written report submitted to both the building Principal and the Office of the Superintendent.

**Performance Activities:**

The job responsibilities associated with this position include, but are not limited to the following:

50% Attendance/Residency Investigation and Reporting

1. Investigate continued absences of pupils from the Fairview Public Schools to determine if such absences are lawful and known to parents.
2. Make both oral and written reports to the Superintendent and building Principal, including periodic updates, for those students who are chronically absent from school.
3. Under the direction of the building Principal and/or the Superintendent, address students who are chronically late to school through both written and verbal communication with parents/guardians.
4. The position also requires this person to assist in any re-registration process ordered by the Superintendent
5. Review of pupil records who are enrolled in the Fairview Public Schools, but are suspected of residing outside the district.

50% Head of Security

1. The Head of Security position requires the monitoring of school grounds, All Schools, during the morning arrival, lunch periods, and dismissal.
2. Security issues that arise at other district buildings will be addressed by the person serving in this capacity under the direction of the administration.
3. Other security matters as identified by the district administration.

**Qualifications:**

1. The person serving in this capacity must be able to read, write, and speak English fluently. The ability to communicate in conversational Spanish is preferred.
2. A minimum of two years of experience working in the field of security and/or attendance officer.
3.
  - a. Pass a physical examination required of all staff members.
  - b. Be of good moral character.
  - c. Be a high school graduate or equivalency or higher education.
  - d. Have a sincere interest in working with children.
  - e. Possess the ability to work cooperatively with teachers and administrators.
  - f. Complete the fingerprint and criminal history process (CHR)

**Terms of employment:**

1. The workday hours will be 8 AM through 4 PM.
2. All salary increases will be equal to those provided in the Fairview Education Association contract for Support Staff.
3. The twelve (12) month position will provide for vacation days, sick days, and personal days in conjunction with the contract governing district custodians.

**Reporting Responsibility:**

1. The position requires reporting directly to the Superintendent of Schools and/or the building Principal.
2. All incidents reported by the building Principal require a follow-up report by the person serving in this capacity.

Approved by the Fairview Board of Education on: November 13, 2018