

**WASHINGTON COUNTY
BOARD OF EDUCATION**

July 27, 2021

4:30 PM

Central Office

- I. **CALL TO ORDER**
- II. **Consideration of Attendance Supervisor Job Description**
- III. **COVID Protocol for SY2021**
- IV. **ADJOURNMENT**

JOB DESCRIPTION

Washington County Schools

Title: Attendance Supervisor (12 Months)

Qualifications:

1. Professional Teaching License
2. Master's Degree in Leadership
3. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations.

Purpose:

The sole responsibility and authority for the enforcement of the compulsory attendance laws, compiled in this part, are placed in the local board of education and its designated employees and officers.

To facilitate the enforcement of the compulsory attendance laws, the director of schools shall designate at least one (1) qualified employee who shall be identified as the LEA attendance supervisor. The duties of an attendance supervisor include, but are not limited to, assisting the local board, under the direction of the director of schools, with the enforcement of the compulsory attendance laws of the state and to discharge other duties that are necessary to effectuate enforcement of laws and local policies related to absenteeism and truancy. The attendance supervisor may also be directed to devise and recommend to the director of schools, for board approval, a progressive truancy intervention plan consistent with TCA 49-6-3009.

Essential Functions:

The Attendance Supervisor will perform the following:

1. Responsible for the development, implementation and monitoring of the WCS Progressive Truancy Intervention Program designed to track and report attendance practices and providing professional intervention to develop healthy relationships between the District and community members specifically designed to minimize attendance concerns.
2. In charge of the scheduling and leading of staff meetings designed to review reported data, develop strategic planning, communicate changes and/ or concerns, or fulfill any additional agenda items needed to continue the advancement of attendance, safety and security efficacy within the District.
3. Participates in truancy hearings or other judicial proceedings to present factual supporting documentation and/or findings of chronically absent students.
4. Responsible for monitoring and reviewing school attendance records to ensure state compliance expectations are met.
5. Coordinates with building principals, teachers and support staff to monitor individual student's attendance and to obtain data for the creation and accurate completion of the progressive truancy intervention plan.

6. Organizes and leads meetings with parents and/or guardians to ascertain the level of parents and students educational values and to develop an understanding of the District's absenteeism policy and explain the truancy intervention process.
7. Responsible for the accurate development and maintenance of various reports (i.e. chronically absent students; daily school attendance) for the District, State, and/or other agencies needed to assist with the truancy intervention process and to ensure compliance with safety policies and procedures are being satisfied.
8. Creates, communicates, and leads attendance improvement plans designed to redirect and/or develop skills needed to function effectively in a school environment.
9. Serve as a liaison between schools, families, and community agencies as it relates to student attendance issues.
10. To appear in court as it relates to student truancy and to present any required documentation in support of truancy charges.
11. Participate in multidisciplinary teams with other agencies and other school specialists.
12. Attend meetings and conferences that deal with attendance issues.
13. Initiate juvenile petitions and prepare cases for formal hearings.
14. Works closely with guidance counselors in the identification and counseling of potential dropouts.
15. Other duties as assigned by the Director of Schools.

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

Physical Demands:

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 50 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling;
2. Stooping and or kneeling;
3. Climbing; and
4. Reaching.

Temperament (Personal traits):

1. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency and/or composure;
2. Ability to accept responsibility for the direction, control, and/or planning of an activity;
3. Ability to deal effectively with people in a positive manner; and
4. Ability to make generalizations, evaluations, and/or decisions based on sensory or judgmental criteria.

Capacity and Ability Requirements:

1. Create an inspiring team environment with a culture of open communication;
2. Motivate and encourage all team members;
3. Listen to team members' feedback and resolve any issues and/or conflicts;
4. Recognize high performance and reward accomplishments; and
5. Demonstrate effective oral and written communication skills.

Work Conditions:

1. Normal working environment.

General Requirements:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel as assigned.

Salary Schedule: Director Salary Schedule



Jerry S. Boyd
Director Of Schools

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

The health and safety of our students, faculty and staff remain a priority as we enter this upcoming school year. We will continue to look to the Centers for Disease Control (CDC), national, state and local health officials for guidance regarding decisions to ensure safe in-person instruction. An overview of our health and safety guidelines are provided below.

1. Masks will be optional. PPE will continue to be provided as requested.
2. Please self-screen prior to coming to school. Symptoms to look for: new cough, difficulty breathing, loss of taste or smell, fever > 100.4, chills, congestion/runny nose, sore throat, headache, nausea/vomiting, diarrhea, muscle pain and fatigue. As the above symptoms could indicate Covid-19, as well as many other illnesses. Please keep your child home if they are not feeling well and monitor their symptoms.
3. Preventative measures such as social distancing, hand hygiene, respiratory etiquette, frequent cleaning/disinfection and cohorting will be encouraged.
4. Food Service staff will serve students.
5. Water fountains will continue to be closed this year with the exception of the water bottle refilling station.
6. Any person presenting with symptoms will be assessed and provided guidance by the School Nurse. Medical evaluation and/or testing may be required to return to school.
7. Any person with a positive COVID-19 test, will be excluded from school for 10 days and may return to school when fever-free for 24 hours AND symptom improvement. Household contacts will also be excluded from school for 10 days. Non-household contacts will be notified by both letter and digital messaging. Non-household contacts may continue to attend school. Instructions will be given to monitor symptoms for 10 days. Any person developing symptoms after exposure will be considered a probable case and will be excluded from school for 10 days from symptoms onset and may return to school when fever-free for 24 hours AND symptom improvement.
8. Any person sent home by the School Nurse will be excused.
9. Fully vaccinated persons will not have to be excluded if exposed to a positive Covid-19 case. Documentation will need to be provided.
10. TSSAA recommendations will be followed for sporting events.

Please note, we are in constant communication with local and regional health officials and monitor multiple variables in the community. Guidelines are subject to change based on changing data and guidance from health officials.

Board of Directors

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