

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III – ATTENDANCE ENFORCEMENT**

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Reference Code: A449

Division: Education Services

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to coordinate the operation of the Clark County School District's school attendance and truancy services. This position is directly responsible to the Director, Education Services Division, Educational Opportunities Unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist the Director with administrative assignments related to the operation of the Department of Pupil Personnel Services.
2. Act as the District's administrative liaison to the School Attendance Advisory Board, including preparing items for meetings, scheduling meetings, and providing updates to the Board on the District's efforts to improve student attendance and truancy enforcement.
3. Evaluate District procedures designed to improve student attendance and reduce truancy including, but not limited to: monitoring cases of habitual truancy and parental educational neglect.
4. Provide staff development for the School Attendance Advisory Board.
5. Implement operating procedures, forms, and timelines for attendance tracking and truancy enforcement, as requested.
6. Oversee the District's Office of Attendance Enforcement which currently includes 24 attendance officers and three (3) attendance dispatchers.
7. Work in conjunction with school administrators, counselors, attendance staff, and other District departments to ensure accurate attendance is entered in the student's records.
8. Provide training and guidance to administrators, counselors, and attendance staff to ensure consistent procedures for attendance reporting and issuing truancy citations.
9. Analyze data, determines trends, and implications of the data for the District and the School Attendance Advisory Board.
10. Provide pertinent information, report progress and needs, and recommend necessary actions concerning the Education Services Division to the Director.
11. Supervise support staff, as assigned, including the District's Attendance Officers; evaluate the performance of assigned staff in accordance with pre-planned and mutually understood performance goals.
12. Establish communication with law enforcement, state and county officials, community-based organizations, and other members of the School Attendance Advisory Board.
13. Provide a mechanism for meaningful input from teachers, support staff, principals, and appropriate central office staff in the development and operation of the Office of Attendance Enforcement.
14. Interpret and communicate compulsory school attendance laws and regulations to parents, school personnel, and other community agencies.
15. Represent the District in truancy hearings held at the Clark County Juvenile Justice Center.
16. Work cooperatively with various divisions and departments in the District including School Police, elementary and secondary schools, and Student Support Services Division.
17. Maintain inventory controls in accordance with District established procedures to ensure control and accountability of all supplies and equipment.
18. Review, monitor, and update the division website information.
19. Hold hearings with parents and students for students who have been recommended for expulsion.
20. Assist with annual reviews of Charter Schools. Submits recommendations to Charter School administrators regarding discipline and attendance procedures.
21. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of compulsory school attendance laws and regulations.
2. Knowledge of the Nevada Administrative Code (NAC) as it applies to school attendance.
3. Knowledge of laws relating to Family Educational Rights and Privacy Act (FERPA).
4. Knowledge of District policies and regulations.
5. Knowledge of District and agency resources available to assist students, families, and school personnel in improving student attendance.
6. Ability to communicate clearly both orally and in writing.
7. Ability to plan, organize, and set priorities.
8. Ability to gain cooperation and conformance from various entities without authority.
9. Ability to establish and maintain an effective working relationship with District administrators, licensed, and support staff employees, substitutes, and outside agency representatives.
10. Present information to the public, including explaining applicable laws, District policies, and procedures, and other information.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from a regionally accredited college or university.

Licenses and Certifications:

Must possess or be able to acquire a Nevada school administrative endorsement.

Experience:

Have previously demonstrated three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.