

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

ATTENDANCE ASSISTANT/SERVICE TRANSPORTER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Ability to communicate with parents, students and others in order to explain rules concerning attendance
- Knowledge of special programs and procedures for placement
- Ability to establish working relationships with agencies and clubs to help solve problems of non-attendance
- Knowledge of attendance rules
- Transportation and valid Florida driver's license

Performance Responsibilities:

- Investigate cases of non-enrollment and unexcused absences from school
- Follow up on students who withdraw from school
- Investigate students who are out of school longer than three (3) days with lice
- Investigate anonymous reports of non-attending students
- Aid in the location of truants
- Transport students and parents to medical appointments both in and out of county when the parent has no transportation
- Transport parents to school for staffings
- Transport students to school who missed the bus or failed to clear head lice
- Transport students home who are sick, suspended, have head lice, conferences, etc.
- Hand-deliver to parent: expulsions, suspensions and Notice of Hearing
- Deliver between schools CUM folders and confidential reports
- Hand-deliver truant notice #1
- Report to Department of Children and Families - child abuse and improper care
- Report to Hernando County Sheriff's Office - assaults involving family members
- Keep proper records and accounts to maintain program effectiveness, such as monthly and yearly activity reports
- Keep vehicle logs and repairs to assigned vehicles
- Coordinate with other Student Services personnel when appropriate in order to share information about students with absenteeism problems
- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level N

Job Code:

61130

Board Approved: 04/23/91

Revised: 12/14/04, 01/20/09, 05/17/11, 06/25/19