



Job Title: Attendance Monitor

Job Code Number:

Department: Ed Services - Federal Programs

Reports To: Site Principal

Contracted Days: 175 days; 7 hours/day

Position Summary: Assists-in the monitoring of student attendance before school, during school, and after school. Assists in gathering information and provides written reports as requested to determine areas of additional student support. Will work with site principals and counseling staff to help develop and implement supports to ensure all students are attending classes per their schedule to help support their academic growth.

Minimum Qualifications/Job Requirements:

Education: High school diploma and equivalent

Specialized Knowledge, Licenses, etc. None required

Experience: None required

The Board of Education and the Superintendent may approve alternatives to some of the listed qualifications.

Customer Contacts:

Internal: Students, teachers, administrators

External: Visitors

Essential Job Functions - (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary):

- Assist in the monitoring of attendance at the assigned school site
- Collects and maintains attendance record-keeping data.
- Assists in enforcing SPS policies and the student code of conduct
- Works with administration and students to improve safety and security
- Assists with the Safe School Committee

Working Conditions – (Typical working conditions associated with this type of work and environmental hazards, if any, which may be encountered in performing the duties of this position):

Revised: 06/17/2025

R-Regularly O-Occasionally N-Never

Conditions	R	O	N	Example Where Appropriate
Infectious Disease/Material			X	
Blood/Body Fluid			X	
Hazardous Material			X	
High Noise Level		X		
Combative Patients		X		
Electrical Hazards			X	
Moving Objects/Equipment		X		
Toxic Gases			X	
Ionizing Radiation			X	
Dust			X	
Fumes			X	
Poor Ventilation			X	
Punctures/Wounds/Cuts			X	
Burns			X	
Steam			X	
High Elevations			X	
Operation of Motor Vehicle			X	
Indoors/Outdoors	X			
Cramped Body Positions			X	
High Temperatures		X		
Low Temperatures		X		
Wetness/Dampness		X		
Air Pressure Changes			X	
Vibration			X	
Oily/Slippery Surfaces			X	
Odors			X	
Explosives			X	
Working with Others	X			
Others (List)				

Revised: 06/17/2025

Physical Demands – (The physical effort generally associated with this position):

R-Regularly O-Occasionally N-Never

Abilities	R	O	N	Measurable Descriptor (height, distance, weight, frequency, etc.; at least one example required)
Vision (Corrected/Normal)	X			
Color Vision	X			
Hearing (Corrected/Normal)	X			
Sense of Touch	X			
Sense of Smell	X			
Finger Dexterity	X			
Temperature Discrimination		X		
Intelligible Oral Communication	X			
Pushing		X		Must be able to push a minimum of 50 lbs
Pulling		X		
Lifting		X		
Floor to Waist		X		
12" to Waist		X		
Waist to Shoulder		X		
Shoulder to Overhead		X		
Reaching Overhead		X		
Reaching Forward		X		
Carrying		X		
Standing	X			
Sitting		X		
Squatting		X		
Stooping		X		
Kneeling		X		
Walking	X			
Running		X		
Crawling			X	
Climbing			X	
Stairs (Ascending/Descending)		X		
Turning (Head/Neck)	X			
Repetitive Leg/Arm Movement	X			
Use of Foot or Hand Controls	X			
Use of Respiratory Protection			X	
Others (List)				

Revised: 06/17/2025

There will be no discrimination in the district because of age, color, disability, gender, gender expression or identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.