

**NEWARK PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES
765 BROAD STREET, NEWARK, NEW JERSEY 07102
ROGER LEÓN, SUPERINTENDENT**

**Director of Attendance
Office of Attendance**

(Pending availability of funds and Board of Education approval)

The Superintendent invites qualified and interested persons to apply for the position of Director of Attendance within the Office of Attendance.

QUALIFICATIONS AND REQUIREMENTS

1. Master's degree required in educational administration/leadership.
2. New Jersey School Administrator Certificate (preferred)
3. New Jersey Principal Certificate required.
4. Minimum of three (3) years successful experience as a principal or district administrator.
5. Knowledge of New Jersey Student Learning Standards for curriculum, assessment and instruction.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. As defined in N.J.A.C. 6A:9-9 Instructional certificates.

BASIC FUNCTIONS AND RESPONSIBILITIES

1. Oversees the work of the attendance counselors in the schools.
2. Collaborates with Principals in all aspects of attendance improvement implementation.
3. Guides staff, parents, and community in the interpretation of the school district's attendance policies, in compliance with Federal, State, and District rules and regulations.
4. Serves as a consultant to school principals and other school administrative personnel with respect to the monitoring, observation, and evaluation of attendance counselors.
5. Confers and makes recommendations to Assistant Superintendents and Principals on issues relative to attendance.
6. Supervises attendance Counselors.
7. Establishes and implements an improvement process for school attendance/drop-out prevention services.
8. Establishes good public and employee relations for the school attendance/drop-out prevention program.
9. Promotes regular school attendance through written legal notice to the parents of students in violation of the compulsory attendance laws and Board policies.
10. Assists in the preparation of required reports on attendance for submission to the New Jersey Department of Education.
11. Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).

REPORTS TO: Executive Director of Student Life

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

1. Salary Range: Compensation is competitive and based on experience. The salary range for this position is \$125,000-\$143,000.
2. Employment Period: Twelve (12) Months
3. Union affiliation: City Association of Supervisors and Administrators (C.A.S.A.) bargaining unit

HOW TO APPLY

Newark Public Schools only accepts electronic applications. If you are a current employee you must apply via the Employee Self Service website.

If you do not have access to a computer, we welcome you to visit the Newark Public Schools employment kiosks located at 765 Broad Street, on the 2nd floor Human Resources reception area between the hours of 9:00 AM and 4:00 PM Monday through Friday. Help will be available.

OPENING DATE:

CLOSING DATE:

JOB OPENING ID:

**THE NEWARK PUBLIC SCHOOLS IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**