

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 5/21/2025
Title: Attendance Counselor
Reports To: Superintendent
Employment Status: Full-time
Days: As Determined by the Superintendent
MOESC Pay Schedule: Attendance Counselor
FLSA: Exempt

QUALIFICATIONS

- High school diploma. Bachelor's degree is preferred
- Valid Ohio driver's license
- Appropriate ODE license
- Knowledge of school attendance laws and regulations
- Successfully pass BCI/FBI background checks

GENERAL DESCRIPTION

The Attendance Counselor will work with administrators to investigate student attendance and ineligible non-resident enrollments and is responsible for school attendance violations; counseling students and their parents on the educational and legal consequences of attendance violations; assisting school districts and authorities in the enforcement of school attendance laws and local school district attendance policies; serving as a liaison to school district and juvenile court on attendance related issues.

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Investigates and documents violations of student absenteeism requested by the district superintendent
- Investigates cases of excessive absences referred by local school superintendents, principals or appropriate legal authorities and report findings
- Confers with parents and/or students concerning attendance violations including conducting home visitations when necessary
- Works with local district school staff including principals, counselors, school nurses and other appropriate personnel to remediate cases of excessive absence
- Refers students and/or parents suspected of violating compulsory school attendance laws to Juvenile Court

- Provides documents to principals for legal records of all cases involving students and/or parents formally cited for violating compulsory attendance laws
- Represents partner schools at hearing and prepares and provided detailed testimony
- Serves as a liaison between juvenile court, school district personnel, parents and students on school attendance issues, including home visits as requested by the school districts for reasons related to attendance issues
- Assists local school district personnel in developing local district policies and administrative rules and regulations concerning student attendance in Ohio
- Assists local school district personnel in identifying the parent(s) or other person responsible for the care of a child of school age
- Assists local district personnel to determine the legal residence, for school attendance purposes of students enrolled or planning to enroll
- Cooperates with school and agency personnel in cases dealing with known, suspected or probable delinquency on the part of school-age youth
- Serves as a consultant to school districts; community and agency personnel; and parents and students on school attendance laws and procedures
- Works with school administrators to address enrollment issues concerning non-resident students. Helps facilitate removal of ineligible students according to legal remedies available to the school district when requested
- Upholds board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the service center.
- Supports community/school partnerships that enhance the service center's operational effectiveness
- Prepares a written report describing recommendations and/or resolutions related to each truancy action undertaken
- Maintains accurate records and submits reports on time
- Respects personal privacy and maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth and development opportunities as directed
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service

- Must be customer service oriented and have the ability to work with the public
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment

EVALUATION

Performance of this job will be evaluated by the Superintendent according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.

Revised for Board Approval 5/21/2025