
School Attendance Officer Resume

Job Objective

Seeking position as a School Attendance Officer with reputable organization in which my skills and knowledge can help further the development of the organization.

Highlights of Qualifications:

- Huge knowledge of Community School students policies, rules, laws, codes, regulations and guidelines
 - Deep knowledge of law enforcement and court system procedures
 - Amazing ability to establish and maintain cooperative and effective working relationships;
 - Outstanding ability to compose detailed documentation,
 - Ability to maintain accurate records, and prepare reports in a timely manner
 - Remarkable ability to maintain the highest level of confidentiality in all matters relating to students
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Professional Experience:

School Attendance Officer
Dublin Schools, Sugar Land, TX
August 2005 – Present

- Supervised the attendance secretary and student workers.
- Conferred with parents on daily absences.
- Counseled students in matters of attendance and tardiness.
- Provided attendance information to the guidance counselors and administrators.
- Assigned appropriate punishment for attendance infractions and minor disciplinary matters.

School Attendance Officer
Highlands School Dist, Sugar Land, TX
May 2000 – July 2005

- Cooperated with all courts of competent jurisdiction.
 - Investigated all cases of nonattendance and unlawful absences by compulsory-school-age children not enrolled in a nonpublic school.
 - Collected and maintained information concerning absenteeism, dropouts and other attendance-related problems.
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Education:

Bachelor's Degree in Education
Los Angeles Harbor College, Wilmington, CA

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