

**Cheryl R. Graff**  
Regional  
Superintendent



**Karen Wolfe**  
Asst. Regional  
Superintendent

*"ROE 30 enhances and empowers our community to reach maximum potential and to develop lifelong learners in a global society."*

## Attendance Support Personnel Job Description

**Job Title:** Attendance Support Personnel

### Qualifications:

- 2-5 years of related experience preferred
- Excellent oral and written communications
- Organizational and interpersonal skills
- Proficient in Microsoft OS
- Proficient in Google Apps - Gmail, Docs, Sheets, Slides
- Integrity, confidentiality, and professionalism

### Responsibilities:

- Monitor and respond promptly to referrals submitted by schools
- Maintain accurate and timely documentation
- Complete required data entry for reports
- Follow specific ROE truancy procedures
- Coordinate services for students and families with other community service agencies
- Stay up to date on relevant state, county and city laws
- Work cohesively and cooperatively with other Attendance Support Personnel
- Schedule and prepare for Truancy Review Board
- Other duties as assigned by the Regional Superintendent or designee

Submit Letter of Interest, Resume and References to [mwece@roe30.org](mailto:mwece@roe30.org) or mail to Regional Office of Education, 1001 Walnut, Murphysboro, IL 62966

Salary: TBD

PTE: Part Time