

Job Title: CLERK, TRUANCY OFFICER
Reports to: Director of Student Services
Dept./School: Student Services, Annex I
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Serve as district attendance officer. Provide assistance to campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents, law enforcement agencies, and court personnel.

Assist with required office duties as needed by the Office of Student and Family Support Services.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills

Knowledge of state compulsory attendance laws

Ability to interpret laws, policies, and procedures

Strong organizational, communication, and interpersonal skills

Ability to operate personal computer to develop databases and do word processing

Ability to travel district wide to conduct home visits and visit sites where truant students have been reported to the district, to verify residences, and to hand deliver confidential letters

Effective language skills in English and Spanish

Experience

Two years working in compliance, law enforcement, or with children or adults in a leadership role

MAJOR RESPONSIBILITIES AND DUTIES

Attendance Enforcement

1. Investigate cases of unexcused and excessive absences and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy; and refer to appropriate court.
3. Interpret and communicate compulsory attendance laws and school policy to parents and students.
4. Represent the school district in court hearings resulting from attendance problems.
5. Investigate and review cases of suspected "no show" or dropout students.
6. Assist the Director of Student Services with the verification of residences of all students enrolled in the school district.
7. Registration of students, updating policy manuals, preparing Student Handbooks/Student Code of Conduct, and delivering confidential letters.

8. Assist school campuses to insure that school age children are not withdrawn from school illegally.
9. Provide data and files gathered from school records and parent conferences on students to the Director of Student Services.
10. Assist with the planning for zoning purposes to meet the needs of the school population, placement, and state mandates.

Consultation

11. Fulfill requests for school transcripts from individuals and institutes of higher learning.
12. Provide Data Processing Department and other offices with records of newly entered students to place in student profile record.
13. Confer regularly with teachers, counselors, principals, and other staff to identify problems of attendance, and student truancy.
14. Work closely with counselors, teachers, and other staff to identify and counsel students at risk of dropping out, as well as their parents.
15. Confer with students and parents in matters of attendance and make a reasonable effort to gain their cooperation to improve attendance.
16. Conduct home visits and parent conferences on student truancy and attendance problems.
17. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

Administration

18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.
19. Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance.
20. Comply with all district and campus routines and regulations.
21. Maintain a positive and effective relationship with supervisors.
22. Communicate effectively with colleagues, students, and parents.
23. Participate in professional development to improve skills related to job assignment.

Other

24. Perform other duties assigned by supervisor.
25. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, fax machine, and other office equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent district wide travel, occasional walking and running.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____