

**Job Title:** Truancy Officer

**Exemption Status/Test:** Nonexempt

**Reports to:** Chief of Police

**Date Revised:**

**Dept./School:** Guidance and Counseling

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## Primary Purpose:

Serve as district attendance officer\* and truancy prevention facilitator.\*\* 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.

## Qualifications:

### Education/Certification:

High school diploma or GED

### Special Knowledge/Skills:

Knowledge of state compulsory attendance laws

Knowledge of juvenile justice system and ability to present truancy cases to the court

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 districtwide to conduct home visits and visit sites where truant students have been reported to the district

### Experience:

\_\_\_\_ 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 tardiness 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. Implement truancy prevention measures in accordance with state regulations.\*\*
4. Impose individual student behavior improvement plans, and school-based community service or refer to counseling, community-based services, or other services aimed at addressing a student's truancy.\*\*

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5. Investigate cases of suspected drop out and retrieve unreturned textbooks and other school property when appropriate.

### Consultation

6. Meet at least annually with case managers or other court appointed individuals to discuss effective truancy prevention measures.\*\*
7. Confer regularly with teachers, counselors, principals, and other staff as well as parents to identify problems of tardiness, attendance, and student truancy. Counsel students at risk of dropping out and make a reasonable effort to gain their cooperation to improve attendance.
8. Conduct home visits and parent conferences on student truancy and attendance problems. Make parents aware of compulsory attendance laws and school policy for parents and students.
9. Represent the school district in court hearings resulting from attendance problems. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

### Administration

10. Compile, maintain, and file all reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.\*\*
11. 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. Comply with all district and campus routines and regulations.

### Other

12. Administer oaths and serve legal process.\*\*
13. Transport suspended students home as needed.
14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

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**Environment:** Work inside and outside; frequent districtwide travel to students' homes

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

*\* The superintendent and peace officers shall perform the duties of attendance officer in districts where an attendance officer has not been designated by the board of trustees. (See Policy FED (LEGAL.))*

*\*\*Texas Education Code §25.091—Powers and Duties of School Attendance Officer and Texas Education Code §25.0915—Truancy Prevention Measures; Referral and Filing Requirement.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_