



# Longview Independent School District

## JOB DESCRIPTION TRUANCY OFFICER

<b>JOB TITLE:</b>	Truancy Officer	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent for Administrative and Pupil Services	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Administrative and Pupil Services	<b>PAY GRADE:</b>	Administrative 1

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### 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

### QUALIFICATIONS:

#### Minimum Education/Certification:

Master's degree in guidance counseling from an accredited college or university, preferred  
Valid Texas counselor certification, mid management and/or LPC  
Valid Texas teacher certification with required endorsements for subject and level assigned

#### Special Knowledge and Skills:

- Knowledge of counseling 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 district wide to conduct home visits and visit sites where truant students have been reported to the district

#### Experience:

Three years working in compliance, law enforcement, or with children or adults in a teaching and leadership role.



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### **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. Investigate cases of suspected drop out and retrieve unreturned textbooks and other school property when appropriate
4. Conduct home visits to verify dual residency of students within district attendance zones

#### **Consultation**

5. 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
6. 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
7. 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**

8. 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
9. 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
10. Assist Transportation in viewing of disciplinary videos, recruiting of drivers and any other duties assigned by the Transportation Department



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other**

11. Administer oaths and serve legal process
12. Transport suspended students home as needed
13. Comply with district policies, as well as state and federal laws and regulations
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS: (continued)**

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2017**