



Longview Independent School District

JOB DESCRIPTION

TRUANCY OFFICER/SAFETY ASSISTANT

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

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. Assists with district and campus safety teams and provides direction on improvement for safety under the direction of assistant superintendent.

QUALIFICATIONS:

Minimum Education/Certification:

Experience preferred in compulsory attendance laws and procedures
Valid Texas teacher certification with required endorsements for subject and level assigned
All certifications and degrees and/or college plus work experience will be considered
Law enforcement specialized skills highly recommended

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
- Knowledge in safety and the ability to teach staff the best safety practices

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. Administer oaths and serve legal process
11. Transport suspended students home as needed



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Safety Enforcement

12. Assist assistant superintendent of administrative and pupil services in planning, training and drilling of emergency operations plans
13. Assist with safety audits that are performed periodically throughout the school year and every three years with a full district audit
14. Participate as a member of the District Safety Team
15. Visit campuses to ensure that safety measures remain in place during the school year
16. Confer regularly with teachers, counselors, principals, and other staff as well as parents to about the safety measures that have been put into effect
17. Ensure that the three tiers of planning are enforced on each campus which are tactical, operational and strategic
18. Compile, maintain, and file all reports, records, and other documents required, including records that will be shared with the assistant superintendent
19. Oversee and direct delivery of textbooks to campus or disposal
20. Provide information and guidance to campuses for additional safety measures
21. Serve as a member of the District Safety Team
22. Work with the Safety Team to conduct safety audits and periodic checks
23. Comply with district policies, as well as state and federal laws and regulations
24. Maintain confidentiality in certain matters of safety for the security of staff and students
25. 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)
26. Demonstrate regular and prompt attendance
27. All other duties as assigned by the Assistant Superintendent of Administrative and Pupil Services



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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

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.

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: AUG., 2020