

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** District Truancy Officer

**DEPARTMENT:** Student Services

### **POSITION SUMMARY:**

Works under the supervision of the Director of Student Services to promote pupil attendance in grades first through twelve. Acts as a liaison to schools, police, community resources, parents and students. Locates truant students, visits student's homes, conferences with parents and confers with school and police personnel. Employees may be required to attend nighttime activities as determined by the Director of Student Services in collaboration with 6-12 principals. The District Truancy Officer will be expected to provide supervision at nighttime activities. Flexible scheduling and/or compensatory time may be arranged.

### **ESSENTIAL FUNCTIONS:**

1. Knowledge of Education Codes and attendance laws for the State of California.
2. Responsible for contacting students and families by phone and/or home visits.
3. Prepares a yearly report of the Truancy Program for the Director of Student Services.
4. Locates truant students, patrols campuses, parks and streets to maintain attendance. Returns truant students to school sites. Confers with students, parents, and school administrators. Checks students or visitors who appear to be loitering on or near campus.
5. Reports to law enforcement agencies any acts that contribute to the delinquency or injury of students. Reports to school resource officers on which students to cite for truancy.
6. Works with appropriate law enforcement agencies to prosecute parents who are contributing to a student's truancy.
7. Works with students in grades 1-12, school administrators, staff, and other school districts and agencies.
8. Attends Student Attendance Review Board Meetings and obeys subpoenas for court appearances.
9. Deals with confidential issues concerning personal family crisis, unhealthy living conditions and personal safety issues involving young children.
10. Refers students and families to appropriate community resources.
11. Verifies parent residency to determine legal residency of student.
12. Chairs on site SARB and Discipline placement conferences. Assists in referrals to Community Day Schools.

13. Assists in supervision on nighttime activities as determined by the Director of Student Services in collaboration of the 6-12 principals.
14. Attends district and site school safety meetings. Contributes expertise to district and site school safety plans and procedures.
15. Assists at Community Day Schools to monitor student attendance, conferences with parents and students and assists in student supervision when necessary.
16. Organizes and facilitates Truancy Sweeps.
17. Performs other duties as assigned.

**EDUCATION:**

Bachelor degree preferred with some law enforcement and/or related coursework.

**SKILLS AND QUALIFICATIONS:**

The ability to carry out oral and written directions, public contact experience desirable, possesses a valid California driver's license and is insurable. Communicates well.

**EXPERIENCE:**

Contact with the public, law enforcement, and community services organizations.

**SALARY:** Classified Management Range 13 (225 days)

Board Approved:  
TUSD 02/09/99

Revised:  
TUSD 06/08/99