

**JOB DESCRIPTION**  
**Puyallup School District**  
**Unrepresented Level 2**

**STUDENT ENGAGEMENT AND TRUANCY SPECIALIST**

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**Purpose Statement:**

The job of Student Engagement and Truancy Specialist provides assistance to Open Doors personnel in enforcing compulsory attendance laws and resolving truancy, excessive absences and tardiness problems by helping to remove barriers that prevent students in meeting the state requirements for attendance.

**Essential Functions:**

- Builds relationships with students and families to address unexcused and excessive absences and tardiness
- Communicates compulsory attendance laws and school policy to parents and students
- Investigates cases of suspected student drop-out and recovery/re-engagement with school
- Assists in retrieval of technology equipment and other school property when appropriate
- Confers regularly and participate in RTI attendance meetings with teachers, counselors, administrators and other staff to identify problems of tardiness, attendance and student truancy
- Works closely with counselors, teachers and other staff to identify and mentor students at risk of dropping out
- Conducts home visits with counselor and/or POD coach to address student's truancy and attendance problems
- Helps to remove attendance barrier by helping to eliminate transportation barrier of picking up and dropping off student with attendance issues as an intervention, as needed
- Plans and communicates with student and family pick-up and drop-off location
- Complies with all district policy and procedures
- Communicates effectively with colleagues, students and parents
- Supervises as needed
- Maintains confidentiality concerning student and/or families
- Attends district and area meetings related to attendance
- Serves as an advocate
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Meets travel requirements of the position
- Performs the physical requirements of the position, work within the established working conditions of the position
- Works a flexible schedule, which may include evenings
- Performs other job functions as assigned

**Job Requirements: Minimum Qualifications**  
**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job

include: use of interpersonal and verbal skills to defuse emotional situations, calm upset individuals, allay fears and lessen confusion.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: attendance and truancy knowledge, problem-solving, communication, and listening techniques; specific program rules and regulations, procedures, and guidelines; principles and practices of early intervention services; and applicable federal state and local laws, rules, regulations and policies and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: identify needs, record data and complete and maintain necessary documentation and do follow up work in a timely manner; operate a personal computer; work in partnership with family participants; handle stressful situations; maintain harmonious working relations with co-workers, clientele, service providers, funding agencies and general public; understand and follow written and verbal instructions; communicate effectively verbally and in writing to audiences of various social, cultural, ethnic and educational and economic backgrounds; effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner; meet the travel requirements for the position.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units/locations are often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; limited stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Community College and/or Vocational School degree with study in job related area.

### **Clearances:**

- Criminal Justice Fingerprint/Background Clearance
- Valid Driver's License and evidence of insurability
- Drivers Abstract