



# SUPPORT SPECIALIST

## ATTENDANCE AND TRUANCY OFFICER

### JOB DESCRIPTION

**JOB TITLE:** Support Specialist - District Attendance and Truancy  
**REPORTS TO:** Coordinator of Student Information System  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 07  
**DAYS:** 260  
**JOB ID & DATE:** SAT-23, May 2023

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#### JOB PURPOSE SUMMARY

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.

#### REQUIREMENTS

##### Education Level Details

Bachelor's degree in general education, School Administration, Communications, Human Resources, Business or related field or equivalent experience.

Law enforcement specialized skills recommended

##### License / Certification / Language Required

Notary Certification preferred.

##### Work Experience Required

Three years in student attendance and truancy administration and/or student record management, or a combination of both

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

##### Other Skills and Abilities Required.

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 district wide to conduct home visits

#### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

##### General

- Investigate cases of unexcused and excessive absences and tardiness and enforce provisions of compulsory attendance laws.
- Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws and board policy; and refer to appropriate court.
- Investigate cases of suspected drop out and retrieve unreturned textbooks, computers and other school property when appropriate.
- Conduct home visits to verify dual residency of students within district attendance zones.

#### Consultation

- 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.
- 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.
- 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

- 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
- 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
- Administer oaths and serve legal process

#### Budget

- Manage budgets for all funds associated with attendance / truancy services.
- Maintain accurate inventory and purchasing records

#### Safety and Training

- Establish and implement entry level and ongoing training programs for attendance clerks
- Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and

encouraging teamwork, creativity, and understanding.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Attendance clerical and other office staff as necessary.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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

Employee ID Number: \_\_\_\_\_

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

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