San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Attendance Officer	**Exemption Status:**	Non-exempt
Reports to:	Parental Involvement Coordinator	**Pay Grade:**	02
Works with:	District Personnel	**Days:**	187/226
Dept. /School:	Parental Involvement	**Date Revised:**	07/23/2020

Primary Purpose:

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.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- 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
- Ability to travel districtwide to conduct home visits and visit sites where truant students have been reported to the district

Major Responsibilities and Duties:

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. 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.

4. 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.

5. Pick up truant students as directed and transport suspended students home as needed.

6. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside; frequent districtwide travel to students' homes

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: Date

Administrator Signature: Date