USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **Truancy Officer**

SUPERVISOR: Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Maintain current TB testing as required by Health Department regulations. (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Make parent/guardian contacts and home visits.
2. Transport student to school as needed.
3. Make agency contacts.
4. Coordinate with school resource officer's.
5. Counsel students and write behavior plans.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the working unit.

PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

Physical and emotional ability required to work at a high-intensive environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 00/00/0000