

TRUANCY OFFICER

DEFINITION

Under general supervision, the Truancy Officer will identify, investigate and resolve chronic student attendance issues. This position will require the incumbent to enforce the rules and policies of the District to increase student attendance, academic achievement and positive behavior. The Truancy Officer will also conduct address verifications and represent the District in interactions with students, parents/legal guardians, administration, teachers, counselors and law enforcement agencies regarding attendance related issues

ESSENTIAL FUNCTIONS

- Identify, investigate and resolve chronic student attendance issues
- Conduct address verifications to ensure that students are legally enrolled in the District in accordance with state laws, codes, regulations and District policies
- Collaborate with site and District administration and staff regarding unverified student absences and truant referrals
- Provide progress reports to administration regarding results of investigations, student and parent/guardian contacts, etc. and request input and approval regarding next steps
- Review and verify information and referrals received from outside sources (i.e. parents, community members and law enforcement agencies)
- Represent the District in interactions with high-risk students and their parents/legal guardians regarding attendance-related issues
- Develop and foster a positive and cooperative rapport with students and parents/legal guardians regarding attendance and truancy problems
- Initiate contact with students and parents/guardians via telephone calls, home visits, work-site visits and other in-person contacts to address chronic attendance issues, as appropriate
- Serve as a liaison between District, school and home to explain legal procedures involving school attendance
- Maintain appropriate documentation of all visits, interactions with parents/guardians and students reconnecting to school
- Refer students and parents/guardians to other agencies and programs to address underlying problems for chronic absenteeism
- Compile and deliver pertinent information and materials to contacted families
- Conduct investigations to locate truant students and implement strategies to increase student attendance
- Conduct follow-ups on truant students who return to school to ensure continued attendance
- Participate in School Attendance Review Board (SARB) and court hearings, as required
- Maintain detailed documentation and records, as required
- Complete and distribute required forms, reports and other documentation in compliance with state laws, codes and regulations and District policies and practices
- Collaborate with administration regarding the reporting of information to other relevant agencies such as police, district attorney and probation officers
- Diffuse potentially volatile situations
- Develop and maintain effective relationships with students, parents, staff and administration
- Follow written and oral direction
- Establish and maintain cooperative relationships with other employees and persons contacted through the course of work
- Participate in District in-service training as required

- Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
- Maintain confidentiality of student information in accordance with existing laws and policies
- Support and implement the District's Strategic Plan
- Promote equity and fairness and respect among all staff members
- Possess and utilize effective decision-making, problem solving and conflict management skills
- Implement and maintain multiple projects and deadlines
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

QUALIFICATIONS

Knowledge of:

- State laws, codes and regulations and District policies and procedures pertaining to student attendance and the enforcement of attendance policies
- Personal safety precautions and procedures in potentially volatile situations
- Community resources and agencies available to address underlying causes for attendance issues
- Basic communication, facilitation and negotiation techniques and practices
- Law enforcement and court system procedures
- Accepted and effective techniques and strategies for working with at-risk youth with diverse family dynamics
- Proper English usage, grammar, vocabulary, spelling and punctuation
- Research methods and report writing techniques
- Public relations techniques
- Interpersonal skills using tact, patience and courtesy
- The 40 Developmental Assets

Ability to:

- Respond promptly and appropriately in highly stressful situations
- Compose detailed documentation, maintain accurate records and prepare reports in a timely manner
- Work independently with directives, strictly adhering to laws, rules and regulations
- Accept change positively and support new ideas and methodologies
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Use good judgment in the application of District and school policies
- Operate standard office equipment, computer and electronic devices
- Maintain confidentiality with discretion
- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment
- Communicate, enforce and apply District, state and federal rules, policies, procedures, standards, regulations and laws
- Communicate effectively in oral and written form, particularly with adolescent students
- Understand and carry out handwritten/typed documents and directions
- Relate effectively with racially and ethnically diverse staff, students and community members
- Demonstrate effective supervision skills
- Demonstrate effective communication and interpersonal skills, both written and oral
- Demonstrate strong scheduling and organizational skills
- Meet rigorous timelines and schedules
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Analyze situations accurately and adopt an effective course of action

- Work effectively as a member of a team
- Maintain regular and reliable attendance
- Speak Spanish (desirable)

EDUCATION (diplomas, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Bachelor's Degree (must have ability to obtain degree)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Two years experience working with high-risk youth in an organized setting
- Social work or law enforcement experience (desired - coursework in law enforcement, sociology, psychology, social work or related subject may be accepted lieu of experience)

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

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