



Job Title:	Truancy Officer	Wage/Hour Status:	Non-Exempt
Reports To:	Chief of Police	Pay Grade:	Police Pay Group
Dept. /School:	MISD Police Department	Date Revised:	11/09/2011

Primary Purpose:

To serve as a district attendance officer. To 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, other law enforcement agencies, and any court with jurisdiction.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas Driver's License

Special Knowledge/Skills:

Knowledge of state compulsory attendance laws
Ability to interpret laws, policies, and procedures
Strong communication, public relations, organizational and interpersonal skills
Knowledge of criminal investigation, police report writing, and criminal law
Ability to operate personal computer to develop databases and do word processing
Ability to travel district wide to conduct home visits and visit sites where truant students have been reported to the district

Experience:

Two years working in attendance compliance or law enforcement. (preferred)

Major Responsibilities and Duties:

Attendance Enforcement:

1. Investigate cases of unexcused and excessive absences and enforce provisions of compulsory attendance laws.
2. Issue warnings or tickets; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, Penal Code, Family Code and any board policy; and refer to appropriate court of jurisdiction.
3. Represent the Mansfield ISD in court hearings resulting from attendance problems.
4. Investigate all cases of suspected fraud against the district involving residence requirements within the school district.

5. Confer regularly with counselors, attendance personnel, personnel, principals and other staff to identify problems with tardiness, attendance and student truancy.
6. Confer with students in matters of attendance and tardiness and make a reasonable effort to gain their cooperation to improve attendance.
7. Conduct home visits and parent conferences on student truancy and attendance problems.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.
9. Maintain contact and act as a liaison to local law enforcement agencies and courts in the area of student truancy.
10. 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.
11. Participate in professional development to improve skills related to job.
12. Maintain confidentiality.
13. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

Frequent district wide travel.

Occasional walking, running, and climbing.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.