



## Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Truancy Officer**

Job Description

August 2012

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**Job Title:** Truancy Officer

**Reports to:** Assistant Superintendent for Support Services

**Dept./School:** Support Services

**Primary Purpose:**

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.

**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 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 and visit sites where truant students have been reported to the district

**Experience**

Two years working in compliance, law enforcement, or with children or adults in a leadership role

**Major Responsibilities and Duties:**

**Attendance Enforcement**

1. Investigate cases of unexcused and excessive absences and tardies and enforce provisions of compulsory attendance laws, Board policy, and administrative regulations.

“Job Openings” are posted at [www.tcisd.org](http://www.tcisd.org) .



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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. Interpret and communicate compulsory attendance laws and school policy to parents and students.
  4. Represent the school district in court hearings resulting from attendance problems.
  5. Investigate cases of suspected drop out; retrieve textbooks and school property.
  6. Upon identification, report to administration all high school age children who are unable to participate in the regular school program because of mental, physical, or emotional handicaps so that they are properly exempted and participate in educational programs appropriate to their needs.
  7. Visit home address of students as requested by administration.

### Consultation

8. Confer regularly with teachers, counselors, principals, and other staff to identify problems of tardiness, attendance, and student truancy.
9. Work closely with counselors, teachers, and other staff to identify and counsel students at risk of dropping out, as well as their parents.
10. Check with appropriate administrative team before any investigation or action.
11. Confer with students in matters of attendance and tardiness and make a reasonable effort to gain their cooperation to improve attendance. Participate in individual or group counseling sessions whenever requested by administration or counseling staff.
12. Conduct home visits and parent conferences on student truancy and attendance problems.

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13. Refer to administration any student who appears to have exceptional problems which interfere with school attendance.
  14. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

### Administration

15. 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.
16. 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.
17. Comply with all district and campus routines and regulations.
18. Generate monthly reports for probation officers.
19. Contact probation officers when a student is not complying with the terms of their probation.
20. Present cases to juvenile courts regarding students who need more supervision.
21. Maintain a positive and effective relationship with supervisors.
22. Communicate effectively with colleagues, students, and parents.
23. Contact and work with local police regarding runaways and other reports as needed.
24. If there is any suspicion of abuse or neglect of a student, immediately notify the Child Protective Services (CPS) division of the Texas Department of Family and Protective services at:
  - \* 1-800-252-5400 for emergencies or
  - \* On the Web at <https://reportabuse.ws/> for non-emergencies and
  - \* TCISD administration.

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### Other

25. Administer oaths and serve legal process.
26. Transport students who have been suspended or are being sent home by the nurse for medical reasons when parents are unable to pick them up.
27. Maintain confidentiality.
28. Participate in professional development to improve skills related to job assignment.

### Supervisory Responsibilities:

None

### Equipment Used:

Personal computer; district vehicle; two-way radio

### Working Conditions:

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
  - Frequent district-wide travel
  - Occasional walking, running, and climbing
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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

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