

# Beeville ISD Job Description

## Truancy Officer

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<b>Job Title:</b>	Truancy Officer	<b>FLSA Status:</b>	Nonexempt
<b>Reports to:</b>	Chief of Staff	<b>Salary Range:</b>	27,000 – 34,000
<b>Dept./School:</b>	Assigned Campus or Department	<b>Date Revised:</b>	August, 2025

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### Primary Purpose:

Serves as District attendance officer and Truancy Prevention Facilitator. Provides assistance to campuses in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness infractions. Serves as District liaison to parents, law enforcement agencies, and judicial system officials.

### Qualifications:

#### Education/Certification:

High school diploma or equivalent

Bachelor's degree, preferred

#### 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

Strong organizational, communication, and interpersonal skills

Ability to operate personal computer to develop databases and word processing

Ability to travel districtwide 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 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. Implement truancy prevention measures in accordance with state regulations.
4. Impose individual student behavior improvement plans, and school-based community service or refer to counseling, community-based services, or other services aimed at addressing a student's truancy.

5. Investigate cases of suspected drop-out and retrieve unreturned textbooks and other school property when appropriate.

**Consultation**

6. Meet at least annually with case managers or other court appointed individuals to discuss effective truancy prevention measures.
7. Confer regularly with teachers, counselors, principals, and other staff as well as parents to identify problems of tardiness, attendance, and student truancy. Counsel students at-risk of dropping out and make a reasonable effort to gain their cooperation to improve attendance.
8. Conduct home visits and parent conferences on student truancy and attendance infractions. Make parents aware of compulsory attendance laws and school policy for parents and students.
9. Represent the school district in court hearings resulting from attendance infractions. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

**Administration**

10. Compile, maintain, and file all reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.
11. 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. Comply with all district and campus routines and regulations.

**Other**

12. Administer oaths and serve legal process.
13. Transport students as approved by administration.
14. Maintain confidentiality.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

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

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

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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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.

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

Received by \_\_\_\_\_ Date \_\_\_\_\_