



JOB DESCRIPTION

Job Title	District Attendance Case Manager	Status:	Non-Exempt
Reports to:	Executive Director of Special Programs	Terms:	204 Days
Pay Grade:	Clerical 6	Salary Range:	\$30,261-36,903
Dept./School:	Special Program	Date Revised:	August 22, 2025

Position Requirements:

Monitor attendance of all students enrolled in GISD schools. Provide assistance to district campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents and campus.

Education/Certification/License:

Education/Certification:

Special Knowledge/Skills:

Knowledge of state attendance policy
Ability to interpret laws, policies, and procedures
Strong organizational, communication, and interpersonal skills
Ability to operate personal computer
Ability to travel district-wide to collaborate with school attendance coordinators, school teachers, school Counselors and school Administrators on matters of attendance
Knowledge of Skyward Software (preferred).

Experience:

One-year experience in an educational institution, or two-year experience working with children and/or adults in the field of social work or counseling.

Duties/Responsibilities:

1. Monitor attendance of school aged children enrolled in GISD.
2. Monitor cohorts and drop outs.
3. Work closely with Executive Director of Special Programs, Case Managers, principals, counselors, and other staff to identify problems with tardiness or attendance.
4. Confer with students in matters of attendance and tardiness and make a reasonable effort to improve their attendance.
5. Communicate to parents of children enrolled in GISD the importance of school attendance and follow attendance procedures set by the district/ laws.
6. Communicate to students the importance of school attendance and interpret the compulsory school attendance policies.
7. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy.
8. Collaborate with youth helping agencies to seek assistance in the reduction of truanancies in GISD schools.
9. Confer with campus administration to identify problems of attendance and student truanancies.
10. Visit campus attendance coordinators and school social workers as needed to confer on matters of school attendance.
11. Compile and submit monthly and annual reports to the designated Administrator on statistics concerning student's excessive absences and truanancies.
12. Communicate effectively with administration, colleagues, students and parents of GISD and the community.
13. Comply with all district and campus routines and regulations.
14. Maintain a positive and effective working relationship with all school personnel.
15. Maintain confidentiality.
16. Communicate effectively with colleagues, students, and parents.
17. Conduct home visits and parent conferences with campus personnel for students with attendance concerns.
18. Participate in professional development to improve skills related to job assignments.
19. Any other duties as assigned by the Executive Director.
20. Ability to travel district-wide to collaborate with parents, businesses, and other public entities on matters of attendance improvement.
20. Must have a valid Texas issued Driver's license

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; frequent walking and occasional running

Work closely with in-district personnel, local agencies, and other school districts to investigate matters of attendance, enrollment, withdrawals, and transfers to support the district and campuses in maintaining accurate student data.



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

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

