

Killeen Independent School District Job Description

Job Title: Attendance Officer Central
Reports To: Executive Director for Administration
Pay Grade: AP2

SUMMARY

Assures attendance problems do not interfere with student's educational opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Implements the state and district policies on truancy.

Maintains a professional awareness of regulations regarding child welfare and attendance by having a working knowledge of state law, Board Policy and administrative regulations.

Communicates regularly with the campus administrators and attendance secretaries regarding attendance matters.

Works closely with administrators, school nurses, and juvenile probation departments regarding students who are absent too frequently and who have not responded to the corrective efforts made by the building principal.

Investigates attendance problems reported by administrative staff.

Visits students' places of employment to investigate whether or not they are legally absent from school and working under conditions which are within the limits prescribed by law.

Circulates throughout the community during school hours and provides immediate service to students who are on the streets or in public places.

Maintains complete, current, and accurate records of all cases falling under his/her jurisdiction.

Participates in case conferences with prosecutors and court personnel.

Initiates petitions to juvenile probation intake and prepares cases for formal hearings.

Attends family court when cases are presented, using the services of the school attorney, when required.

Explains attendance laws and policies and encourages regular attendance to teachers, students, and parents.

Serves as liaison between the schools and the parents, the courts, community agencies and police authorities.

Communicates with parents on absences and makes home visits as appropriate.

Obtains information orally or in written form from school personnel regarding the student's school record of behavior, attendance and ability of parents or guardians to supervise the student, and makes this information available to the deputy probation officer.

Notifies school witnesses (attendance secretary, assistant principal, etc.) of court hearing dates.

Submits for school records subpoenaed by Truancy Court.

Informs the court at disposition hearings of any matters of concern to the school relevant to the proper disposition of the case and of the student's expulsion or possible expulsion from school.

Obtains copies of court orders and reports contents to school officials.

Informs school personnel concerning the Truancy Court process, the results of hearing and the disposition of cases.

Provides weekly attendance reports to school secretaries and administrators.

Generates and sends Attendance Warning letters weekly as needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree and three years of teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching Certificate and Texas Class C Driver's License.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, employees, and/or students.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS

Knowledge of local community (geography, support services, community agencies, etc.).

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

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