

**PLEASE POST**

08/13/25 – Until Filled

**NOTICE OF VACANCY**  
**TAYLOR SCHOOL DISTRICT**  
**PERSONNEL MEMORANDUM****INTERNAL/EXTERNAL****POSITION:**

Attendance Agent(s) - 10 months

**QUALIFICATIONS:**

1. Valid Driver's License
2. Bachelor's degree preferred

**RESPONSIBILITIES:**

1. Monitor student attendance to identify patterns of non-attendance and truancy cases.
2. Investigate student absence reports. Student attendance must be continuous and consecutive.
3. Give written notice in person or by registered mail to parent/guardian requiring a child to appear at the school on the next regular school day and continue regular and consecutive attendance. If parent/guardian fails to send a child under parental control under Section 1561, file notice per District protocol in court having jurisdiction if parent/guardian fails to comply with notice. If a parent fails, bring a legal complaint against the parent/guardian for refusal or neglect to send the child to school.
4. Investigate to determine correct address, birth date, parents' names, school attended, identify any potential cases of missing children. Provide leadership support for the student's non-return and resolution of the student double count process.
5. A liaison between the School District and to and from Juvenile Court.
6. Inform families of potential legal consequences that continued school absences could place in effect upon receipt of juvenile complaint, ensuring families understand the process.
7. Ensuring communication between parents and juvenile court, and providing information and meeting deadlines as required by law and court rules.
8. Serve as a District Ambassador between school and home; educate clients about compulsory school attendance.
9. Engage parents and educate through the use of parent involvement contracts; including parent/guardian assurances that the pupil gets to school each day on time, ready to learn.
10. Perform other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Speaking – Talking to others to convey information effectively.
2. Active Listening – Giving full attention to what other individuals are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Monitoring – Monitoring/Assessing your performance, other individuals, or organizations to make improvements or take corrective action.
4. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
5. Service Orientation – Actively looking for ways to help people.
6. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**RATE OF PAY:**

Salary Range: **\$40,000 - \$45,000** **5 Sick Days and Benefits**

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

**APPLICATION PROCEDURE:**

- **Candidates:** Must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:  
<https://www.taylorschools.net/careers>

**All materials received relative to this posting become property of the Taylor School District.**

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL THE POSITION IS FILLED**

The Taylor School District does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in employment or any of its programs or activities.