

Three Rivers Local School District Job Description

Title: ATTENDANCE-TRUANCY OFFICER

Qualifications:

1. Bachelor's degree in education or related area;
2. Some knowledge of or training in security procedures and practices; law enforcement experience desired;
3. Knowledge of needs of students at different age, cultural and educational levels;
4. Excellent health and physical condition;
5. Excellent record keeping and report writing skills;
6. Knowledge of court procedures and Ohio criminal code;
7. Ability to work on a flexible schedule;
8. Excellent communication skills and the ability to relate to students, parents, nurses, school staff, administrators and community;
9. Appropriate class driver's license and access to personal transportation;
10. Knowledge of and adheres to all Three Rivers School District policies, regulations and rules.

Reports to: Director of Pupil Personnel

Job Goal(s): To assist in maintaining consistent student attendance and to provide for a safe environment in order to maximize effective student learning.

RESPONSIBILITIES:

1. Meets weekly with appropriate school attendance personnel.
2. Conferences with parents regarding student attendance; makes home visits as necessary.
3. Issues citations or referrals to Juvenile Probation as directed.
4. Conducts after-school and/or Saturday school programs for students with attendance problems.
5. Patrols district buildings and grounds to assist in the prevention of truancy.
6. Makes written reports and maintains records of attendance violations.
7. Performs related duties as requested.
8. Performs all duties in a safe and prudent manner as directed.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be done by the Director of Pupil Personnel.

[Board approved: April 8, 2008]