



# Truancy Officer

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**Reports to:** Asst. Superintendent of Student Services

**Salary Schedule:** Schedule C

**Bargaining Unit:** Wenatchee Assoc. of PSE

**FLSA Status:** Hourly

**EEO Class:** Level 5

**Revised Date:** September 2019

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## **SUMMARY:**

Serve as the Wenatchee School District's truancy officer. Provide assistance to school personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences and tardiness problems. Serve as district liaison to parents, law enforcement agencies and court personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- Implement the state and District policies on truancy.
- Investigate cases of unexcused absences and tardies and enforce provisions of compulsory attendance laws.
- Issue warnings and file complaints against students, parents or individuals with parental control in accordance with compulsory attendance laws and board policy and refer them to the appropriate court.
- Interpret and communicate compulsory attendance laws and school policy to parents and students.
- Represent the District on the Community Truancy Board and in court hearings resulting from attendance problems.
- Investigate cases of suspected drop out.
- Confer regularly with teachers, counselors, principals and other staff to identify problems of tardiness, attendance and student truancy.
- Work closely with counselors, teachers and other staff to identify and counsel students at risk of dropping out as well as their parents.
- Confer with students in matters of attendance and tardiness and make a reasonable effort to gain their cooperation to improve attendance.
- Conduct home visits and parent conferences on student truancy and attendance problems.
- Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.
- Compile, maintain and file all physical and computerized reports, records and other documents required including records of all cases investigated and reports required by state agencies.
- Implement and comply with policies established by federal and state laws, OSPI and local board policy in the area of student attendance.

- Comply with all district policies and procedures.
- Communicate effectively with colleagues, students and parents.
- Maintain confidentiality concerning student and/or families with all persons other than authorized persons or agencies.
- Other duties as assigned.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. **Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

**EDUCATION AND EXPERIENCE:**

- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Two years truancy experience preferred.
- Two years of court experience preferred.
- Must have a valid Washington State Driver's License
- Must have a valid First Aid and CPR certification or ability to obtain.
- Knowledge of the federal, state and local laws as they apply to juveniles in Washington. •
- Ability to interpret laws, policies and procedures.
- Knowledge of court procedures.
- Strong communication and interpersonal skills.
- Strong organizational and computer skills.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

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Employee Name

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Review Date

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Employee Signature

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Supervisor