

MACON COUNTY SCHOOLS

TRUANCY OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Successful experience working with children people from various backgrounds.
- (3) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Ability to follow written and verbal instructions. Ability to plan and organize. Ability to work cooperatively with colleagues, government officials, and public. Ability to be flexible. Ability to maintain confidentiality. Ability to work with people with varying backgrounds.

REPORTS TO:

Superintendent or designee

JOB GOAL

To assist the system by providing services related to the improvement of student attendance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Monitor student absences to determine potential trancies.
- * (2) Maintain open communication with school administration regarding student absences and trancies.
- * (3) Coordinate the services of outside agencies as needed.
- * (4) Contact parents regarding truant students.
- * (5) Make home visits as required.
- * (6) Testify in court when students and/or parents appear regarding attendance matters.
- * (7) Maintain visibility throughout the schools and community.
- * (8) Provide student supervision as assigned.
- * (9) Assist in maintaining the security of records, materials, and equipment.
- * (10) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Ensure adherence to good safety standards.
- * (13) Maintain confidentiality regarding school/workplace matters.
- * (14) Model and maintain high ethical standards.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Maintain expertise in assigned area to fulfill project goals and objectives.

TRUANCY OFFICER (Continued)

- * (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Serve on school/system committees as required or appropriate.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Demonstrate support for the school system and its goals and priorities.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (24) Prepare all required reports and maintain all appropriate records.
- * (25) Participate in cross-training activities as required.
- * (26) Provide physical restraint when a student's behavior mandates.
- (27) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities