

**TRUANCY OFFICER**Job Summary

Under the direction of the Chief Business Officer, Administrative staff at district sites is to provide intervention to students who exhibit truancy-related issues; investigate incidents of habitual truancy and contact parents or guardians whose children fail to comply with the compulsory school attendance regulations; other duties as assigned.

QualificationsRequired:

- Bilingual (Spanish/English)
- High School diploma or equivalent
- Two years experience working with high school/middle school level students
- CPR and First Aid Certificates
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)

Desirable:

- Community College and/or Vocational School degree with study in job-related area

Knowledge and Ability:

1. Ability to relate well with staff, students and parents
2. Knowledge and ability to communicate well in English and Spanish
3. Ability to communicate with high-risk students
4. Ability to problem solve
5. Ability to organize and plan
6. Knowledge and ability to resolve conflicts
7. Knowledge of intervention programs or strategies effective with gang-involved youth; drug/alcohol-involved youth; truants
8. Knowledge of law enforcement radio codes
9. Knowledge of anger management strategies
10. Ability to frequently travel among school and community locations
11. Knowledge of gang involvement trends in county-side youth-related programs and agencies
12. Ability to handle confidential information in a professional manner
13. Knowledge and ability to use office equipment and computers
14. Use correct English, spelling, grammar and punctuation
15. Ability to learn and apply applicable procedures, rules, and regulations
16. Ability to react calmly and quickly in emergency situations
17. Ability to observe situations analytically and make recommendations
18. Ability to compile a variety of attendance information and data
19. Ability to make decisions necessary to execute those functions delegated by Administration
20. Knowledge and ability to operate still and video cameras to record evidence

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Participate in development of rules and regulations for the district/school sites
2. Participate in student-parent conferences as directed by Administrators
3. Make necessary notifications to parents and other concerned parties regarding student violations as directed by Administrators
4. Assist social workers in assembling documents for court appearances involving habitual truants
5. Work under limited supervision following standardized practices and/or methods
6. Provide direct intervention service to high-risk youth involved in gangs and/or substance abuse
7. Provide consultative assistance to school staff
8. Communicate with parents of truant, delinquent, and gang-related youth
9. Coordinate with law enforcement and other support agencies

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10. Represent program at various networking meetings
11. Make home visits regarding investigations, attendance problems, truancy, and other matters of concern
12. Transport students home as necessary
13. Assist Administrators and assume duties of campus supervision as assigned
  - Monitor gang activity and graffiti
  - Detain students under the influence and/or in possession of illegal substances and paraphernalia
  - Conduct searches
  - Assists students with problems and concerns, making referrals where necessary
  - Assist ill or injured students when no nursing staff is available
  - Monitor parking lots and issue citations to violators
  - Escort intruders from the campus
14. Respond to calls off campus and retrieve students from nearby areas and businesses as needed
15. Deal directly with students who are referred by staff members to disciplinary reasons as directed by Administrators
  - Respond to requests for assistance in the classrooms and other staffed areas; remove problem students and/or restore order
  - Conduct preliminary investigations involving fights, disputes or matters of potential trouble; also thefts, vandalism, and other violations of the discipline policy
16. Record matters of attendance and discipline policy in student files
17. Transport students on school activities, such as conferences and workshops
18. Keep accurate attendance records
19. Complete and distribute tardy contracts and reports students requiring suspensions to Administrators
20. Input data into computer
21. Operate office equipment, including typewriters, copy machines, computers, scanners, shredders, laminating machines, I.D. photo machines, etc.
22. Input into and retrieve data from attendance system
23. Other duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility and physical ability to meet the multiple demands from several people and at times come into contact with dissatisfied or abusive individuals
9. Facility to meet deadlines with severe time constraints, interact with the public and other workers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

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Approval by John Robinson, CSEA President

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Date