



ATTENDANCE OFFICER

Purpose Statement

The job of the Attendance Officer was established for the purpose/s of implementing the WCS Progressive Truancy Intervention Program with specific responsibility for tracking and reporting attendance practices and providing professional intervention as needed.

This job reports to the District Attendance, Safety, and Security Director.

Essential Functions

- Responsible for monitoring and reviewing school attendance records to ensure state compliance expectations are met.
- Coordinates with building principals, teachers and support staff to monitor individual student's attendance and to obtain data for the creation and accurate completion of the progressive truancy intervention plan.
- Communicates with students to assist in the development of student growth by providing mentorship, understanding, and guidance to increase student's education achievements, attendance, and/or behavior.
- Organizes and leads meetings with parents and/or guardians to ascertain the level of parent's and students educational values and to develop an understanding of the District's absenteeism policy and explain the truancy intervention process.
- Make's visits to student's residence to develop healthy, positive family attitudes towards academic success, attendance and school and student growth and development.
- Responsible for the accurate development and maintenance of various reports (i.e. chronically absent students; daily school attendance) for the District, State, and/or other agencies needed to assist with the truancy intervention process and to ensure compliance with safety policies and procedures are being satisfied.
- Creates, communicates, and leads attendance improvement plans and designed to redirect and/or develop skills needed to function effectively in a school environment.
- Participates in truancy hearings or other judicial proceedings, as needed, to present factual supporting documentation and/or findings of chronically absent students.
- Provides audits and reporting of assigned schools emergency planning tool to Directory of Safety and Security to ensure compliance with Federal, State, and local guidelines for school emergency drills.
- Participates in staff meetings and works alongside staff, school resources officers, and/other designated teams to assist in the development and execution of the truancy intervention process and safety procedures.
- Works with IT department and schools staff to maintain a visitor management system and ensure database is current.
- Contributes to team effort by helping assigned school integrate safety, security and emergency preparedness measures into the school's daily practices.
- Helps foster relationships with assigned schools administration and school resource officers. Helps facilitate the need of the SRO in accordance with the memorandum of understanding between WCS and the WCSO.
- Protects confidentiality of records and information gained as part of exercising professional duties, uses discretion in sharing such information within legal limitations and adheres to all District, State and local polices and regulations ensuring compliance.



Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; a thorough understanding of district and state regulations; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; and effective communication tactics.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.



EXPERIENCE: Experience in a learning and/or safety environment is preferred.

EDUCATION: Minimum of a Bachelor's Degree preferred.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Exempt

CONTINUING EDUCATION / TRAINING:
Criminal Justice Fingerprint/Background Clearance

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified