

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Truant Officer				
Department:	Pupil Personnel				
Reports to:	Director of Pupil Personnel				
Supervises:	n/a				
Description of job:					
<p>SUMMARY OF RESPONSIBILITIES:</p> <p>The Truant Officer will perform the duties associated with Rhode Island General Laws 16-19-3 through 16-19-5. The Truant Officer will serve as a liaison between home, school and the community regarding school attendance and related residency issues.</p> <p>ESSENTIAL FUNCTIONS:</p> <ul style="list-style-type: none"> ● Will perform all functions of the school Truant Officer according to Rhode Island General Laws 16-19-3 through 16-19-5. ● Will maintain current with any changes to general law concerning truancy. ● Will act as a special constable. ● Will inquire into all cases arising from the Rhode Island General Laws governing compulsory school attendance. ● Will follow up on complaints or concerns resulting from a violation of compulsory school attendance laws. <ol style="list-style-type: none"> a. Gather information and data. b. Discuss findings with Principal and/or other appropriate school personnel to determine course of action. ● Will serve all legal processes issued pursuant to Rhode Island General Laws regarding compulsory attendance. ● Will work closely with the School Social personnel, including building principals regarding school attendance issues. ● Will prepare a status report on all pending and active truancy cases and submit the report to the Director of Pupil Personnel and district legal counsel as requested ● Attend Truancy Court as scheduled. ● Perform residency checks for the district upon request ● Will perform all other related duties at the direction of the Director of Pupil Personnel. 					
Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<p><i>Classification Key:</i></p> <p>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</p> <p>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</p> <p>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</p> <p>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</p> <p>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</p>					
Driving Requirements:		None:	Manual: own vehicle	Automatic: own vehicle	

Work Environment

Floor Surface:	Asphalt, cement, grass, carpet and/or tile				
Inside:	Up to 100%		Outside:	Up to 50%	

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Lighting:	Natural daylight, fluorescent or incandescent
Vibration:	possible car while driving

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal		X			
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

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FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

Background in truancy or juvenile justice preferred.

License/Certificate/Certification:

Valid RI drivers license

Technological and/or Technical Skills:

Demonstrated proficiency in essential computer applications as required.

Communication Skills:

Ability to interface with all levels of personnel and the public in a courteous, clear and efficient manner.

Planning Skills:

Ability to prioritize the needs and requests of administration and staff within the school setting and respond in a professional and efficient manner.

Interpersonal and Problem solving skills:

Ability to interact with administration, staff, parents and members of the community in a pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

210 days. Appointment will be made by the School Committee on an annual basis each December according to Rhode Island General Laws 16-19-3. Compensation to be determined annually by the School Committee.

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Evaluation:

Yearly by the director of PPS.

Date: 11/2016 Revised 7/2017