

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Job Title: Truancy Official
Reports To: Director 1 Student Services
Supervises: N/A

Minimum Eligibility Requirements:

High school diploma or equivalent.
Holds a valid Florida Driver’s license with good driving record.
Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to read, analyze and interpret documents and data reports.
Ability to communicate effectively in writing as appropriate for the needs of the audience.
Ability to effectively present information to students, parents, administrators, public groups/community members, and School Board.

Reasoning Ability:

Ability to apply general rules to specific problems to produce answers that make sense.
Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Other Skills and Abilities:

Ability to keep appropriate records and to conform to rules and policies of the district, school and state.
Ability to provide a supportive atmosphere; establish and maintain effective relationships with students, peers, and parents.
Ability to maintain strict confidentiality, as required by law and policy.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, talk, hear, stand, and walk.
Ability to work at a station for an extended length of time. Specific vision abilities required by this job include close vision, depth vision, perception, and the ability to adjust focus. Routine driving is required. Some extended hours and multiple demands from several people are required of the employee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate to loud. Duties are performed indoors and occasionally outdoors.

Job Goal:

Serves as the attendance contact for the Director I Student Services and ensures the effective implementation of attendance policies to include assisting with the facilitation of aid and resources to enable students to enjoy the fullest benefits of the education offered to them.

Essential Duties and Responsibilities:

1. Establishes and maintains effective and efficient record keeping procedures.
2. Prepares or assists in the preparation of all required reports or documents.
3. Completes and files all paperwork to process truancy hearings.
4. Develops and implements procedures regarding students identified as being truant from school.
5. Uses the student management system to be proactive in identification of students at risk of being truant and assists school personnel in the identification of truant students.
6. Contacts parents of truant students via home visits or phone calls and prepares mail and attendance letters.
7. Gathers information when making home visits to include but not limited to medical, economic, or transportation concerns and needs of the student and/or family.
8. Offers and assists with the facilitation of aid available to parents and families to include counseling services, medical, transportation, and financial resources.
9. Serves as liaison with students, parents, district staff and community personnel in working towards resolving problems of truancy and delinquency.
10. Maintains relationships with the appropriate agencies within the community that may provide assistance to at-risk students and families.
11. Maintains an on-going dialogue with school administrators, guidance counselors, teachers and health services personnel regarding programs and services.
12. Maintains strict confidentiality regarding school and workplace matters as required by law and School Board Policy.
13. Participates in cross-training activities as required.
14. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies and procedures; maintains professional ethical standards, maintains high level of professional development/knowledge.
15. Other duties as assigned by the supervisor or the Superintendent.

Salary:

Based upon the adopted salary schedule for Professional/Technical, Pay Grade 4.

Evaluation:

Annual evaluation conducted by the Director I Student Services in accordance with School Board policies and State Laws.

Terms of Service:

Twelve months