

Job Description

JD AM 111  
Updated September 2009

**Position Title:** **Truancy Officer**

**Qualifications:**

- Building Principal certified by the state and approved by the Department of Public Instruction.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

**Immediate Supervisor:** Building Principal or District Administrator

**Position Function:**

The school attendance officer(s) shall be the district truancy officer(s) and monitor the attendance of all students as prescribed under Wisconsin Statutes dealing with school attendance. The truancy officer is to monitor student school attendance to reduce truancy and to address chronic school absences in a manner consistent with district policy and state law pertaining to compulsory school attendance.

**Specific Responsibilities:**

1. Notify and schedule a meeting with the parents or guardian of habitual truants on the school's policy on school attendance and state law pertaining to compulsory school attendance within the specified time as stated in Wisconsin Act 239.
2. Maintain a file on all truancy cases that describes the procedures and steps taken in each individual case in order to rectify truancy from school including contracts and conferences with parents.
3. Cooperate with staff, guidance, nurse, and administration to seek programs or modifications of programs for truants.
4. Submit the necessary documentation and forms to Social Services, law enforcement, and the courts on truancy matters.
5. Assist in the development of school board policy and administrative procedures that seek to hold truants responsible for truancy from school within the operation of the school.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.