

**Roswell Independent School District
Job Description**

Job Title: ATTENDANCE/TRUANCY OFFICER

Reports To: FEDERAL PROGRAMS DIRECTOR

General Job Description:

Under administrative direction and supervision of Director of Federal Programs identify at-risk students and dropouts. Act as a liaison between the RISD and community agencies, i.e. JPO, District Attorney's Office, and CYFD. Assist parents to understand and support New Mexico's compulsory attendance laws.

Essential Duties and Responsibilities:

1. Locate students through Power School and school records.
2. Conduct home visits.
3. Identify student and parent issues related to being homeless.
4. Compilation of reports to the Director of Federal Programs.
5. Compile and maintain statistics related to homeless students which may result as dropouts.
6. Address student concerns through contact with appropriate agency (s) and/or services.
7. Provide parents with information available assistance and make referrals.
8. Follow and apply Board policy and NM state statutes in dealing with homeless students and/or parents.
9. Analyze situations involving students and/or parent commitment with compliance with the **McKinney-Vento Homeless Assistance Act**.
10. Ability to work in an environment where potential for violence and/or life-threatening situations exists.
11. Maintain confidential accurate files regarding students serviced and sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed reports.
13. Work independently with very little supervision.
14. Report to work on time and work no less than 7 hours per day.
15. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma
2. Three years' experience in Law Enforcement, at least one in which should have been in an educational environment preferred.
3. Personal and professional task management through the use of technology and maintain knowledge of laws effecting children.
4. Valid Drivers' license and Car Insurance.

Knowledge Of:

1. The McKinney-Vento Homeless Assistance Act and the New Mexico Compulsory Attendance Law
2. Knowledge of computer systems, including data bases and word processing programs.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment /Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

ATTENDANCE/TRUANCY OFFICER (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work/home visits may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date