



Flour Bluff Independent School District Job Description

JOB TITLE: Truancy Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Director of Student Services

DATE REVISED: 05/2025

PRIMARY PURPOSE

- Provide assistance to campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents, law enforcement agencies, and court personnel. Interact effectively with each component of the educational setting within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines.

GOAL

- Assuring that all students (16 years or younger on or before September 1, of the school year) attend school regularly to graduate.

QUALIFICATIONS/EDUCATION/CERTIFICATION

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

SPECIAL KNOWLEDGE/SKILLS

- Knowledge of state compulsory attendance laws
- Knowledge of juvenile justice system and ability to present truancy cases to the court

- Ability to interpret laws, policies, and procedures
- Strong organizational, communication, and interpersonal skills
- Ability to operate personal computer to develop databases and do word processing
- Ability to travel districtwide to conduct home visits and visit sites where truant students have been reported to the district
- Exhibits maturity and emotional control
- Projects a pleasant and friendly personality
- Projects a positive attitude about self and professional responsibilities
- Displays cooperativeness in working and interacting with students, parents, patrons, peers, administrators, and support personnel

MAJOR RESPONSIBILITIES/DUTIES/ATTENDANCE ENFORCEMENT

- Investigate cases of unexcused and excessive absences and tardiness and enforce provisions of compulsory attendance laws.
- Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Texas Education Code, and board policy; and refer to appropriate court.
- Implement truancy prevention measures in accordance with state regulations.
- Impose individual student behavior improvement plans, and school-based community service or refer to counseling, community-based services, or other services aimed at addressing a student's truancy [cite: 35].
- Investigate cases of suspected drop out and retrieve unreturned textbooks and other school property when appropriate.
- Is responsible for referring possible truancy charges to the campus principal.
- Checks local places of businesses and community areas for children truant from school.
- Investigates reports submitted of school-age children not enrolled in school and residency.
- Files appropriate truancy charges with the court.
- Acts as the representative for the school district at truancy hearings as designated.

CONSULTATION

- Meet at least annually with case managers or other court appointed individuals to discuss effective truancy prevention measures.
- Confer regularly with teachers, counselors, principals, and other staff as well as parents to identify problems of tardiness, attendance, and student truancy.
- Counsel students at risk of dropping out and make a reasonable effort to gain their cooperation to improve attendance.
- Conduct home visits and parent conferences on student truancy and attendance problems.
- Make parents aware of compulsory attendance laws and school policy for parents and students.

- Represent the school district in court hearings resulting from attendance problems.
- Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.
- Performs as a school/home liaison in contacting parents of truant students.
- Aids parents in encouraging truant children to attend school.
- Aids local law enforcement agencies in locating truant children.
- Cooperates with the Department of Human Resources in locating children who are not enrolled in school.
- Serves as a school/home liaison for other matters related to attendance and health with referrals to the Social Worker.

ADMINISTRATION

- Compile, maintain, and file all reports, records, and other documents required, including records of all cases investigated and reports required by the commissioner of education.
- Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance.
- Comply with all district and campus routines and regulations.
- Prepares records, reports, etc. to support daily activities regarding truancy and social service assistance in a professional and punctual manner.
- Aids the administration in verifying the residence of students enrolled in the district.
- Demonstrates knowledge of district and administrative policies applicable to the position.
- Administer oaths and serve legal process.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.

Other

- Exhibits punctuality and dependability in performing his or her job.
- Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
- Adheres to proper channels when communicating ideas, problems, etc..
- Accepts and performs additional school-related assignments in a positive and efficient manner.
- Assesses and responds to needs related to job responsibilities in the area of student behavior or truancy.
- Supports extra-curricular activities and attends school-related functions as requested by the principal.
- Perform other duties as assigned.
- Transport suspended students home as needed.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used:

Radio and telecommunication equipment or systems, video surveillance equipment, multiline telephone system, standard office equipment including computer and peripherals

Posture:

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; occasional reaching.

Motion:

Frequent walking, repetitive hand motions; constant keyboarding and use of mouse

Lifting:

Regular light lifting and carrying (less than 15 pounds)

Environment:

Work inside and outside; frequent districtwide travel to students' homes; work indoors in environmentally controlled space; unusual fatigue factors resulting from long periods of repetitive, routine activity.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.