

Qualifications:

Certificate – Ohio Education teacher’s certificate/license
 Degree in criminal justice, education or a related human services field is preferred.
 Four years’ experience in teaching school administration, law enforcement, or a related human services field.
 Shall be self-sufficient and require a minimum of supervision or assistance in performing job duties.
 Demonstrated ability to work and relate with students, parents, staff, employers, and the community.
 Public Speaking.
 Shall be physically capable of performing the necessary job duties.
 Shall be able to use computers, software and other current technology.
 Shall be able to read and respond to communication, compose letters, and file accurate reports.

Reporting To:

Superintendent/designee

Job Goals:

To provide leadership to districts to ensure school age children are attending school during school hours. The officer informs and educates parent and students about compulsory attendance laws and issues warning with the laws are violated. The Truancy Officer investigates cases of unexcused or excessive absences. In general, the Truancy Officer issues warnings, educates the community, and represents the school districts if any cases go to court.

Performance Responsibilities:**Duties shall include but not be limited to:**

1. Act as school parent liaison: Develop trusting relationships with parents, supports and assists in developing positive parent skills, suggests community treatment services when appropriate, maintain confidential information and models and encourages direct and professional communication.
2. Work with family court, prosecutor’s office, and sheriff’s department pertaining to proper attendance.
3. Work with local school superintendents, principals, counselors, and other attendance personnel regarding student attendance.
4. Maintain a professional awareness of regulations regarding child welfare and attendance by having working knowledge of state law, Board policy, and administrative regulations.
5. Must be able to attend occasional evening and weekend activities or trainings, as required.
6. Serve as a liaison between local school districts, families, Allen County Prosecutor, and Juvenile and District Courts.
7. Work in collaboration with local and county law enforcement agencies by facilitating the prosecution of educational neglect cases, writing reports, testifying as needed and working closely with court personnel.
8. Communicates with local school personnel, parents, students, and community agencies investigating truancy referrals from local districts. Travel to homes and/or schools to investigate truancy issues.
9. Effectively maintain truancy caseload. Compile statistics and generate reports for presentations.
11. Prepare and write reports and miscellaneous correspondence and maintain record keeping system regarding cases investigated.
12. Facilitate the truancy program evaluation.
13. Adherence to and enforcement of agency policies and administrative regulations.
14. Perform other duties deemed appropriate by the Superintendent.

**Physical/Mental/
Work Hazards**

1. Exhibiting the mental/physical ability and stamina to meet essential duties of the position.
2. Able to communicate effectively
3. Able to define problems, collect data, establish facts, and draw valid conclusions (reasoning skills).
4. Physically able to successfully perform the essential functions of the job (physical demands). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Travel
Requirements**

Travel to school buildings, city/state agencies, and professional meetings as required.
Position may require irregular work hours and travel by the employee to student homes.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022