



## Openings as of 2/18/2025

### *Truancy Officer ( Secondary)*

JobID: 4209

**Position Type:**

Support Staff/Educational Support Group

[Email To A Friend](#)[Print Version](#)**Date Posted:**

1/16/2025

**Location:**

District Wide

**Date Available:**

2024-25 School Year

**Closing Date:**

Until filled

**GENERAL SUMMARY:**

Saginaw Public Schools Truancy Officer is responsible for monitoring student attendance, investigating cases of chronic absenteeism, and working with families and schools to ensure students attend school regularly.

**DUTIES AND RESPONSIBILITIES:**

1. Investigate reasons behind students unexcused or excessive absences to determine if it is allowed under compulsory attendance laws
2. Interpret and enforce state attendance laws
3. Issue warnings to violators and filing formal complaints about violators
4. Educate and re-educate parents and students about applicable laws
5. Represent the school district in court hearings
6. Cooperate with the court in providing information and monitoring school attendance
7. Serve legal notices to parents/guardians and other responsible adults
8. Develop a working relationship with each Attendance Improvement Paraprofessional and support and direct their efforts in appropriately gathering attendance information
9. Communicate regularly with parents, students and staff to establish positive relationships through cooperative and innovative approaches to solve truancy, delinquency, and gang violence issues
10. Assist the building administrator in developing an action plan with the parents/guardians and the student to address the causes of excessive absenteeism and encourage the student to remain in school
11. Conduct home visits with parents/guardians to check on truant students, gain parental support in students' educational and social development, and to transport students to school

12. Provide guidance and redirect youth away from delinquent behavior
13. Perform other duties as assigned

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. **Developing Truancy Prevention Programs:** Design and implement school-wide or district-wide initiatives aimed at reducing truancy rates, including mentorship programs or attendance incentive programs, using the Early Warning Intervention and Monitoring System (EWIMS) to identify and support at-risk students effectively and provide targeted support before attendance issues escalate
2. **Conducting Workshops:** Organize workshops for parents and students on the importance of attendance and the impact of truancy on academic and future success.
3. **Collaborating with Social Services:** Partner with social service agencies to address underlying issues like family instability, or mental health challenges contributing to truancy.
4. **Data-Driven Analysis:** Regularly analyze attendance data to identify trends, high-risk students, and areas requiring targeted interventions.
5. **Promoting Awareness:** Lead campaigns within schools and the community to raise awareness about the legal, educational, and personal consequences of truancy.
6. **Follow-Up Support:** Monitor the progress of previously truant students to ensure sustained improvement in attendance and provide additional support as needed.
7. **Reporting and Compliance:** Ensure accurate and timely reporting of attendance data to state and district authorities while maintaining compliance with all legal and policy requirements.
8. **Providing Professional Development:** Train school staff on recognizing and addressing the early signs of truancy and absenteeism
9. **Engaging Student Voice:** Facilitate focus groups or surveys to understand barriers to attendance from the students' perspective and incorporate their feedback into interventions.
10. **Utilizing Technology:** Implement digital tools like attendance tracking apps or automated communication systems (skyward, etc.) to streamline monitoring and reporting.
11. **Building Positive School Culture:** Promote activities that enhance student engagement and create a welcoming school environment, reducing the likelihood of truancy.
12. **Community Attendance Ambassadors:** Partner with community leaders, faith-based organizations, and local influencers to promote the importance of attendance and reduce barriers outside of school.
13. **Parent Advisory Groups:** Create parent groups focused on addressing systemic issues contributing to truancy and fostering collaboration between families and schools.
14. **Attendance Celebrations:** Regularly recognize and celebrate students with perfect or improved attendance during school-wide events.
15. **Serve as a Family Liaisons:** Work with families facing challenges like housing insecurity or transportation issues to connect them with appropriate resources.
16. **Wraparound Services:** Coordinate with healthcare providers, mental health professionals, and social workers to offer holistic support addressing root causes of absenteeism.
17. **Court Diversion Programs:** Work with the juvenile justice system to create diversion programs that focus on rehabilitative measures instead of punitive actions for truancy.
18. **Gamification:** Create attendance challenges where students earn points or rewards for daily attendance, achieving milestones, or improving their record.
19. **Vision-Setting Workshops:** Facilitate workshops that help students understand the link between attendance and long-term success, focusing on goal-setting and career

aspirations.

**EDUCATION AND/OR EXPERIENCE:**

1. CDL License Required or able to obtain
2. Associate's degree Preferred
3. Previous Experience working with truant students is Preferred
4. Previous Experience working in a K-12 Public Education Setting Preferred

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