

**EDISON LOCAL SCHOOL DISTRICT  
14890 SH 213  
PO Box 158  
Hammondsville, OH 43930  
Tel: 330-532-3199  
740-282-0065**

January 12, 2021

VACANCY

The following vacancy will exist in the Edison Local School District for the 2020-2021 school year. The anticipated start date is February 01, 2021.

DISTRICT

Truancy Officer – 182 day contract

QUALIFICATIONS

Bachelor's of Arts or Science required

The salary and fringe benefits of the contract will be in accordance with the Administrative Staff Salary and Fringe Benefit Agreement.

Interested persons should contact the superintendent, in writing, on or before Friday, January 22, 2021 at noon.

Bill Beattie, Superintendent  
Edison Local Schools  
14890 State Route 213  
Hammondsville, OH 43930  
bill.beattie@edisonwildcats.org



**Edison Local School District  
Truancy Officer  
Job Description  
01/2021**



## **DESCRIPTION**

Under the direction of the Superintendent or his designee, the Truancy Officer is responsible for enforcing the rules and policies of the district for satisfactory school attendance in accordance with House Bill 410.

The officer shall extend every effort to see that students attend school regularly when not ill and that they report to class promptly. The Truancy Officer will follow-up on excused, non-excused absences, tardiness and excessive absences of students. The officer will schedule meetings with school administrators, students and parents to assure compliance with attendance laws and regulations of the State of Ohio.

## **GENERAL QUALIFICATIONS**

The Truancy Officer shall:

- Have a minimum of a Bachelor's of Arts or Bachelor's of Science degree
- Demonstrate an ability to develop good working relationships with other school employees.
- Possess the qualities to be professional, courteous, and flexible in dealing with students.
- Be able to make sound, common sense decisions after carefully securing and weighing all available facts.
- Be well organized, thorough, and efficient in the completion of all assigned duties.
- Have integrity, sincerity, honesty, and a devotion to serving students which meet or exceed the expectations of the building principal, Superintendent, and Board of Education.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

In addition to the general authority listed above, the Truancy Officer shall have the following specific duties:

- Serves as the school district's attendance officer for all buildings.
- Serves as the communication resource between truancy court, school district, parent and student.
- Conducts designated building visits as directed by district superintendent.
- Serves as the district's representative in truancy court or mediation including case preparation and presentation of truancy cases in mediation or court.

- Interprets and communicates compulsory attendance laws and school policy to parents and students.
- Implements and complies with policies established by federal and state laws, State Board of Education and local board policy in the area of student attendance.
- Monitors and increases attendance among high-risk students and reduces truancy, tardiness and frequent absenteeism.
- Investigates cases of unexcused and excessive absences and enforce provisions of state and district attendance laws.
- Compiles, maintains and files all physical and computerized reports, records for truancy cases.
- Builds relationship with parents, guardians, students and the community to promote school attendance.
- Meets with school personnel, counselors and others who work with “high-risk” students to promote a linkage with truancy/absenteeism and prevention and intervention efforts.