

**SCVCS
JOB DESCRIPTION**

TITLE: **Truancy Officer**

**LENGTH OF
CONTRACT:** 225 DAYS

QUALIFICATIONS:

1. Associates or Bachelor's Degree Preferred.
2. Experience in judicial or legal system
3. Knowledge of state attendance laws

**IMMEDIATE
SUPERVISOR:** Head of School

SALARY: Outlined in offer letter-45,000-55,000 + state retirement

JOB SUMMARY: Assure school aged children attend school with emphasis on middle and high school.

RESPONSIBILITIES:

1. Serve as a liaison to the school
2. Maintain confidentiality in carrying out responsibilities
3. Refer students and their families to outside agencies for the purpose of ensuring the needs of students and families are met
4. Communicate with parents on the half of the school for the purpose of ensuring the ongoing partnership between home and school
5. Maintain a variety of confidential list and records for the purpose of documenting attendance
6. Reach out to students and parents for the purpose of discussing needs, problems and resolving issues related to attendance
7. Meet with parents and families that are not in compliance with attendance requirements as required by the state of South Carolina
8. Coordinate online parent meetings for the purpose of discussing understanding and resolving attendance issues
9. Prepare and mail attendance letters per the requirement of the South Carolina state laws
10. Performs such other duties as may be delegated by the SCVCS Head of School