

## Truancy Officer Job Description

**Position Title:**  
Truancy Officer

**Location:**  
Home-based: Rayville High School

**Evaluated by**  
Superintendent

**Duties and Responsibilities:**

1. Maintain collegial relationships with co-workers.
2. Make contact with parent/guardian of students who have been absent for 3 consecutive days of school in any Richland Parish school.
3. Contact Superintendent regarding special concerns that arise with students and parents.
4. Serve as liaison with community.
5. Conduct job fair for Richland Parish students in eleventh and twelfth grades.
6. Encourage high school drop-outs to enroll in GED program.
7. Dress appropriately.
8. Perform any other duties required for the efficient running of the school system.

**Qualifications:**

- High school diploma
- Satisfactory score on California Achievement Test
- Maintain appropriate skills to conduct job responsibilities

**Terms of Employment:**  
9 months

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Truancy Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date