

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** HEALTH AND SAFETY  
**TITLE:** ATTENDANCE TRUANCY OFFICER  
**CALENDAR:** [ATTENDANCE TRUANCY OFFICER](#)  
**SALARY:** [GRADE 17](#)

**Job Goal** Assist in maintaining consistent student attendance and providing for a safe environment in order to maximize effective student learning.

**Minimum Qualifications:**

- High School diploma or equivalent
- Bilingual preferred
- Some knowledge of or training in security procedures and practices; law enforcement experience preferred
- Knowledge of needs of students at different age, cultural and educational levels
- Excellent health and physical condition; able to run if necessary
- Excellent record keeping and report writing skills
- Knowledge of court procedures and Arizona criminal code
- Ability to work on a flexible schedule
- Excellent communication skills and the ability to relate to students, parents, nurses, school staff, administrators and community
- Appropriate class driver's license
- Knowledge of and adheres to all policies, regulations and rules

**Core Job Functions:**

- Provide attendance in-services/orientations to school staff
- Make classroom presentations as requested and scheduled
- Conference with parents regarding student attendance, makes home visits as necessary
- Issue citations or referrals to Juvenile Probation as directed
- Conduct after school and/or Saturday class programs for students with attendance problems.
- Patrol district buildings and grounds to assist in the prevention of truancy
- Make written reports and maintains records of attendance violations
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

- **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.