

## Middletown, CT Job Description

<b>Classification Title</b>	Residency/Truancy Officer
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to serve as district attendance and residency officer for eleven Middletown schools and one magnet school (TEMS). ~~Provides assistance to school personnel~~ Assists in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences and tardiness problems. ~~Serve as district liaison to parents, law enforcement agencies and court personnel. Position reports to the Superintendent of Schools.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Conducts absence/truancy investigations of students. Responds to school truancy complaints. Meets with students, parents and counselors to discuss and modify behaviors. Monitors and follows-up on student progress.; ~~enforce attendance laws.~~
- ~~Makes referrals to appropriate agencies; files complaints; coordinate school and agency activity on court cases; provide attendance information to juvenile courts; represents school district in court proceedings.~~ Files Family with Service Needs petitions to Juvenile Court for students with truancy/behavioral issues. Files emergency cases with DCF.
- Serves on Juvenile Review Board. Meets bi-monthly to divert first-time offenders from juvenile court.
- Facilitates student sign-outs from high school. Delivers forms to parents. Introduces students to options such as Job Corps or adult education programs.
- ~~Meet with students referred from guidance office; counsels students with attendance issues.~~
- ~~Communicates and coordinates with Department of Children and Family workers assigned to Middletown students.~~
- ~~Prepare reports and maintain case records.~~

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- Investigates residency district wide. Identifies non-Middletown residents using Middletown school system. Provides information to schools.
- ~~Visit homes of attendance referrals~~
- Transports students and parents as needed. ~~required by district administrators~~
- Serves as district liaison to parents, law enforcement agencies and court personnel.
- ~~Commands respect through demonstrating proper work attire, use of appropriate language and behavior.~~
- ~~Communicates with school administrators and staff~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree and experience in teaching/guidance. ~~in Education, Social Science or Social Service or a related field with six years combined previous public school teaching/guidance counselor experience, experience with attendance in school setting, working with law enforcement and with children and adults in a leadership role; experience working with at risk children; and knowledge of residency verifications.~~

Appropriate education substitutions can be made.

#### Other

- ~~Position requires either a valid Connecticut driver's license with either a GDL or Public Service Endorsement~~ Motor Vehicle V Endorsement

### PREFERRED QUALIFICATIONS

Bachelor's degree in Education, Social Services, Social Science or related field and at least six years of public school teaching/guidance, attendance in school setting or law enforcement experience.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and~~

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~~referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of state residency laws

- ~~Requires the ability to provide first-level professional counseling to focus group.~~Knowledge of alternative education programs for students
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as diagnostic manuals, policy manuals, case reports, compulsory attendance laws, special education law, statutes, procedures, counseling ~~principals~~principles and practices, social service resources and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with district Administrators and all department personnel, other City departments, Police Department, Court system, students, parents, schools, private clinicians, local, state and federal agencies and the public.~~Knowledge of policies and procedures of juvenile court, JRB and DCF
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone

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- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Adapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, climbing, running, walking, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors is moderate and poses limited risk of injury.~~

~~Ability to maintain emotional control under stress.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/13/15
<b>Dates revised</b>	