

## **Hobbs Municipal Schools Job Description**

**Position:** Truancy Prevention Specialist

**Supervisor:** Compliance Officer

**General Job Description:** The Truancy Prevention Specialist (TPS) will work with the schools to improve student attendance.

**Qualifications:**

1. High school diploma or GED
2. Must have a valid driver's license and a vehicle
3. Ability to write and speak Spanish helpful, but not required
4. Ability to pass employment verification

**Essential Duties and Responsibilities:**

1. Daily reviews of attendance information collected by the district in order to identify students with excessive absences.
2. Make home visits with parents/guardians.
3. Monitor the attendance of students placed on thirty days attendance contracts.
4. Work closely with the attendance secretary, the class principal and/or assistant principal, and the School Resource Officer (SRO) while working with the students and parents/guardians
5. Attend all special meetings, court appearances, etc., which deal with students who are excessively truant.
6. Assist with the supervision of youth who are assigned to a community service work site on one Saturday per month.
7. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.