

Union Public Schools Job Description

Position Title: Residency and Truancy Tech
Department: Pupil Accounting
Reports To: Executive Director of Pupil Accounting and Grants

FLSA Designation: Exempt

SUMMARY: Primary responsibility is to maintain a high level of service in the project management, security and safety areas in a manner that will ensure excellent operational conditions, without interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Completes District residency checks and prepares a complete written report for each case.
- Prepares all information necessary to submit information to District Attorney's Office for student's who are deemed truant, i.e. witnesses, paperwork.
- Represents the District at Truancy Court.
- Maintains a spreadsheet of all investigations for tracking purposes.
- Assists Enrollment Center with verification of families on a 30 day temporary enrollment.
- Assists with Enrollment Center during peak enrollment.
- Serves as a backup on all transfer requests process.
- Supervises the equivalent of two or more full-time employees.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree with two years experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with good driving record.

LANGUAGE SKILLS: Ability to communicate effectively. Ability to read and interpret documents reports, and policy manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to work well with both supervisors and other members of the team. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head, reach forward and may occasionally be required to lift up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics 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.*

The typical noise level in the work environment is usually consistent with that of an office environment.