INVITES APPLICATIONS FOR:

Truancy Officer

The Truancy Officer conducts investigation on behalf of Lane ESD and its component districts into the reasons for student non-attendances, prepares summary reports of investigations and recommendations for follow up, serves Uniform Compulsory Attendance Citations and truancy subpoenas, and represents referring districts in court proceedings.

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<thead>
<tr>
<th>Closing Date</th>
<th>Start Date</th>
<th>Pay Range</th>
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<tbody>
<tr>
<td>July 3, 2019 until filled</td>
<td>Upon Selection</td>
<td>$19.26 - $27.40 per hour based on experience</td>
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</tbody>
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Work hours vary based on truancy referrals; approximately 70-90 referrals per school year (1-3 hours per referral).

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of Shaping the Future: Supporting Excellence in Education. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon’s educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

About Lane ESD’s Attendance/Truancy Services Program

Attendance/Truancy Services provides assistance to Lane County public schools with tracking truant students. In collaboration with a private investigator, truant students are located and efforts are made to return them to classrooms. Assistance is also provided in referring persistent truancy cases to the Lane County Juvenile Court, Lane County Circuit Court, and Services to Children and Families.
Position Available – Truancy Officer

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD’s Vision and Core Values.

Key Responsibilities
The primary duties and accountabilities for the position include:

   1. Conduct truancy investigations
   2. Serve notice of truancy and attendance requirements as required
   3. Complete summary report of investigation findings and recommendations
b. Serves Uniform Compulsory Attendance Citations
c. Serve truancy subpoenas, prepare factual court reports and attend court hearings as requested.
d. Train school personnel on the role of attendance officer and the procedures needed prior to and subsequent to a referral for attendance officer services.
e. Submit reports and service outcome data as assigned.

Qualifications
1. Bachelor’s degree in education, juvenile justice, social work or related field is required.
2. Two or more years experience in a correctional, educational or social service agency required.
3. Familiarity with the court systems is required with preference for experience with truancy related trials preferred.
4. The ability to understand Oregon Attendance Laws and factors associated with chronic absenteeism and their impact on youth is required.
5. Ability to work effectively with youth and families from diverse backgrounds including socio-economic status, race, ethnicity is required.
6. The ability to communicate effectively (both orally and in writing) is required, including completion of summary investigation reports.
7. Demonstrated ability to use technology necessary to perform the duties of the job is required.
8. A valid Oregon driver’s license and the ability to provide transportation to various residential sites in Lane County is required.

To Apply
Submit/Click Contact
hr@lesd.k12.or.us 1200 Highway 99 North
Eugene, OR 97402

- Applicants must complete an online application available at https://lesd.tedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.

Application Instructions and Requirements
☐ Applicants must complete an official Lane ESD application (see above link) to be considered for this position.
☐ Applications must include a cover letter, resume and two letters of reference.
☐ Only complete applications submitted by 5 p.m. on the closing date will be considered for the position.

Terms of Employment
- Work hours vary based on truancy referrals; approximately 70-90 referrals per school year (1-3 hours per referral).

Selection Process
Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity