

**Job Title:** Residence/Attendance Investigator

**Wage/Hour Status:** Hourly

**Reports to:** Director

**Pay Grade:** 404

**Dept./School:** Student Retention and Truancy Prevention

**Date Revised:** November 29, 2023

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**Primary Purpose**

Assist the Director and campus personnel with procedures, documentation and investigations of residence verification, enrollment/student recovery, attendance, truancy and other related issues.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Valid Driver's License, insurance, and privately owned vehicle

**Special Knowledge/Skills**

- Ability to organize and coordinate Districtwide program
- Ability to interpret policies, procedures and data
- Knowledge of Texas Public School Residency Requirements
- Knowledge of Texas and Local Compulsory Attendance and Enrollment Policies Laws and Requirements
- Strong organizational, communication and interpersonal skills
- Ability to operate computerized data storage and retrieval systems
- Ability to travel county-wide to conduct residence verification, truancy, enrollment and related home visits

**Experience**

Two (2) years working in investigation, law enforcement, compliance or other related leadership roles

**Major Responsibilities and Duties**

**Program Management**

1. Investigate, interview, and assess residence, enrollment/student recovery, anti-truancy and related issues district-wide.
2. Serve as a part of Alpha Team Special Operations as assigned.
3. Attend seminars and workshops to keep abreast of the latest truancy laws and district policies and procedures.
4. Establish and implement procedures to ensure compliance with state law and district policies and procedures.
5. Serve as liaison between district administrators and campus administrators in the communication of residence, enrollment/student recovery, anti-truancy and other related compliance mandates.
6. Perform other duties as assigned by supervisor.

**Administration**

7. Compile, maintain, and file records, reports and other documents in a timely manner as required.
8. Comply with hourly personnel timekeeping policies and procedures.
9. Maintain a positive and effective relationship with supervisors
10. Communicate effectively and professionally with colleagues, students and parents
11. Maintain confidentiality.

**Communication and Community Relations**

12. Articulate the district's mission and objectives and demonstrate the ways that mandates support these directions to the public.

**Policy, Reports and Law**

13. Implement and comply with state law, local district policy and procedures.

**Professional Growth**

- 14. Attend seminars and workshops to keep abreast of the latest. Attendance, Truancy and Prevention Laws.
- 15. Participate in professional development to improve skills related to job assignment.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent walking. Occasional running and or climbing. Frequent Districtwide travel. Occasional countywide and interstate travel.

**Terms of Employment**

189 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.