

**Job Title:** Coordinator Student Retention  
& Truancy Prevention

**Wage/Hour Status:** Exempt

**Reports to:** Assistant Superintendent Student Services

**Pay Grade:** 107

**Dept./School:** Student and Parent Services  
2024

**Date Revised:** September 23,

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### Primary Purpose

Support Assistant Superintendent in establishing systems and protocols to facilitate student access in the areas of attendance retention, truancy prevention, and non-traditional education and support services. Coordinate assigned services with District Alpha Team and with our local court system.

### Qualifications

#### Education/Certification

Master's Degree  
Valid Texas Administrator's Certificate

#### Special Knowledge/Skills

- Demonstrate leadership ability in working with other administrators, teachers, students, parents, and the public
- Knowledge of Texas school attendance, discipline laws, and regulations
- Knowledge of non-traditional education and related student support services
- Ability to interpret policy, procedure and data
- Ability to manage budgets and personnel
- Strong organizational, communication, and interpersonal skills

#### Experience

Three (3) years teaching experience in education

### Major Responsibilities and Duties

#### Instructional and Program Management

1. Ensure support of the district's mission, instructional goals and objectives, and the attainment of campus performance objectives.
2. Supervise District Truancy staff and assist District-wide campus personnel with student truancy, dropout prevention and recovery, and non-traditional student engagement functions.
3. Coordinate and utilize necessary resources to promote and ensure success with goals and objectives.
4. Provide guidance with referral, application, and selection processes related to non-traditional education.
5. Assist with planning and implementation of District-wide attendance for credit and early intervention credit recovery options.
6. Assist with identification and implementation of appropriate professional development and training to address campus needs.
7. Work with School Leadership Personnel.
8. Support the enforcement of school attendance laws in collaboration with Area Superintendents, truancy personnel, and the ALPHA Team.
9. Investigate and identify possible violations of the Texas Compulsory attendance laws in collaboration with School Leadership Personnel and the ALPHA Team.
10. Participate in the planning and coordination of student truancy court meetings.
11. Perform other duties as assigned by supervisor.

#### Policy, Reports and Law

12. Assist in developing and implementing policies to support and improve related processes and programs.
13. Provide student information reports for state and federal agencies.
14. Collect, analyze, and maintain data; prepare reports as needed.
15. Adhere to all applicable policies, laws, and regulations.

**Budget and Inventory**

16. Prepare budgets and monitor allocations and expenditures based on identified needs and priorities of the District.

**Personnel Management**

- 17. Assist with the selection and performance evaluation of assigned personnel.
- 18. Develop and maintain positive staff morale.
- 19. Provide leadership in coordinating staff development efforts to support professional growth.

**Communication and Community Relations**

- 20. Communicate the District’s vision to students, parents, and the community.
- 21. Establish and maintain effective working relationships with all stakeholders.

**Supervisory Responsibilities**

Supervise assigned staff

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary 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, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al, 230-2856.