DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	Specialist School Attendance	**Wage/Hour Status**:	Non-Exempt
Reports to:	Director of Student Services	**Pay Grade**:	AS8
Dept. /School:	Student Services & Campus Support	**Date Revised:**	7/27/2026

Primary Purpose:

The School Attendance Specialist is responsible for ensuring that students adhere to state and district attendance laws by addressing chronic absenteeism and truancy issues. This role involves collaborating with students, parents, school staff, and external agencies to identify barriers to attendance, provide interventions, and promote positive attendance habits.

Qualifications:

Education/Certification:

- High school diploma or equivalent required
- Bachelor's degree in education, social work, criminal justice, or related field preferred.

Special Knowledge/Skills:

- Knowledge of local, state, and federal attendance laws.
- Strong interpersonal, communication, and problem-solving skills.
  Ability to work collaboratively with diverse populations
- Valid driver's license and reliable transportation for home visits and campus visits
  Familiarity with attendance management systems and data analysis
- Conflict resolution or mediation training
  Knowledge of TEC Chapter 37 and Chapter 25
- Knowledge of local, state, and federal attendance laws
  Bilingual proficiency in English and Spanish (preferred)

Experience:

- Experience working with children, families, or in a school setting
  Experience with PEIMS, TSDS, Unique ID preferred
- Experience developing training materials and presentations Background in social work or case management.

Major Responsibilities and Duties:

- Review student attendance data regularly to identify patterns of chronic absenteeism and truancy, primarily on the Duncanville High School campus(es).
- Support Duncanville High School campus(es) with completing 6-week attendance state reporting reports and enrollment verification.
- Work closely with school administration and attendance clerks to ensure accurate attendance reporting.
- Investigate and follow up on cases of unexcused absences.
- Partner with teachers, counselors, and administrators to understand and address the root causes of student absenteeism.
- To support student attendance, act as a liaison between the school, families, and external organizations (e.g., social services, juvenile justice).
- Educate students and families on state and district attendance laws.
- Work with district officials to ensure compliance with legal requirements related to attendance.

- Conduct home visits deemed by the high number of unexcused absences and/or students identified as possible dropouts
- Connect families with resources such as counseling, transportation, and/or resources to support regular attendance.
- Lead or support attendance campaigns and initiatives within the school or district.
- Present workshops or informational sessions for students and parents about the importance of consistent school attendance.
- Keep detailed records of interventions, communications, and outcomes for students with attendance issues.
- Prepare reports for school leadership and district officials as required.
- Oversee the enrollment center to ensure a smooth and efficient enrollment process.
- Provide support and guidance during student registration periods, assisting with required documentation and meeting with families as needed.
- Assists in the dissemination of information to campus staff, department heads and program managers regarding new and/or revised PEIMS reporting requirements
- Assist in working cooperatively with DHS, business office, and human resources office staff to collect, organize, and format data required to submit campus PEIMS data in a timely manner
- Perform other duties as assigned.

Policy, Reports, and Law

- Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
- Compile, maintain, and file all reports, records, and other documents required for PEIMS and Truancy.
- Ensure that accurate at-risk and dropout data is reported through PEIMS.
- Receive PEIMS-related information from ESC, TEA and TASBO and disseminate to other staff in a timely manner, including updates to Texas Education Data Standards and Student Attendance Accounting Handbook
- Attend all regional PEIMS workshops and disseminate information to appropriate staff
- Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities: None.

Working Conditions: The School Attendance Specialist typically works within a school or district office environment but may also visit homes, community agencies, or courtrooms. The role may require flexible hours to meet with families outside of regular school hours.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment
Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Frequent walking
Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside; frequent districtwide travel to students' homes
Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

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.

Employee Print Name: _____

Employee Signature: _____ Date: _____