



shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

**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 noise level in the work environment is usually moderate.

**REPORTS TO**              Manager, Choice and Out-of-Zone

### GENERAL RESPONSIBILITIES

1. Provides support in functional areas of Student Relations including but not limited to: Attendance, Driver's License Law, Interscholastic Athletics, Learnfare, Safe and Drug Free Schools, School Discipline, Student Drug Testing, Zoning & School Choice, Student records, maintenance and development of data systems, and special projects.
2. Assists in the dissemination of Student Relations policies and procedures through booklets, communications, and/or meetings.
3. Prepares reports in conformance with legislated requirements or organization needs.
4. Monitors and enforces the compulsory school attendance statutes, state regulations, and Collier County Public Schools attendance policies.
5. Investigates student relations issues as needed and works with the school principal or his/her appointed representative.
6. Investigates truancy, out-of-zone attendance, and non-enrollment violations, working through the school principal, or his appointed representative.

### SPECIFIC RESPONSIBILITIES

1. Checks on any school-aged child who may be observed to be out of school during appropriate school hours.
2. Assists school-base staff with student coding and attendance policies.
3. Prepares students reports for school site meetings.
4. Attends and represents school district at school site meetings.
5. Communicates with parents and District staff regarding student absences.
6. Investigates all known suspected cases of non-enrollment of school-aged children.

7. Investigates requests for employment certificates that allow the student to be employed during school hours.
8. Performs home visits regarding absences and address verifications.
9. Performs pre-attendance audits at schools when necessary.
10. Works cooperatively with Student Services staff regarding home schooled school age children with incomplete annual evaluations.
11. Investigates and makes recommendations on cases involving possible court action.
12. Prepares legal compliance forms and court petitions.
13. Coordinates the collection of data of individual students for Truancy Court and TURN (Truancy Ungovernable Runaway Network) meetings.
14. Supports the District Choice and Out-of-Zone office.
15. Investigates, researches, and collects information for schools, District staff, concerned citizens, and/or anonymous calls in reference to absences and address verifications.
16. Prepares reports regarding home visits in reference to attendance and address investigations.
17. Represents the District in Truancy Court and TURN (Truancy Ungovernable Runaway Network) meetings.
18. Works cooperatively with Collier County Sheriff's Office, Twentieth Judicial Circuit Court, Office of State Attorney, Department of Children and Families, and David Lawrence Center.
19. Maintains database for all home visits, parent contacts, address verifications, and school site meetings.
20. Works collaboratively and acts as Student Relations liaison with site administrators and outside agencies (including the Department of Education) with regard to student information, records, and reporting
21. Performs other duties as assigned.