

1-18-2019

AGRACIA

Date posted:

Posted by:

ZAPATA COUNTY INDEPENDENT SCHOOL DISTRICT  
JOB POSTING



Position (s): Part-Time Attendance Recovery Officers  
(2018-2019 SCHOOL YEAR ONLY)

Salary:	<b>Minimum</b>	<b>Maximum</b>
	\$ 14.54 per hour	\$ 21.58 per hour

Pay Grade : Admin/Technical PG 4

Minimum Duty Days: 187 days

Start Date: 2018-2019 Workday Schedule

Minimum Requirements: High School Diploma  
Valid Texas Driver's License

Primary Purpose: The primary purpose of this position is to ensure that students enrolled in the district take full advantage of their educational opportunities by attending school on a regular basis. This person provides assistance to the schools of the district in resolving cases of truancy, excessive absences and tardiness as requested by campus administration or other district officials. The holder of this position also represents the schools in truancy proceedings.

Special Knowledge/Skills: Knowledge of attendance rules and laws.  
Ability to use personal computers for building data bases, word processing, and for reporting purposes.  
Demonstrated ability to work as part of a team.  
Demonstrated ability to communicate effectively both in written form and orally.  
Treat all people with dignity and respect.


**\*Must be willing to make home visits.**

Deadline For Applying: January 31, 2019

Applications may be obtained from:

Human Resources Department  
P.O. Box 158  
1302 Glenn Street  
Zapata, Texas 78076  
956.765.6858 Fax 956.765.5940

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability or any other legally protected status.  
An Equal Opportunity Employer

Approved by: Melida Olinda Flores,   
Chief Personnel Officer

Date: 1-18-2019