

## **JOB DESCRIPTION**

### **JOB TITLE: Truancy Prevention/Intervention Specialist (Grant Funded)**

**Purpose Statement/s:** Under general direction of the Superintendent or their designee, confers with students, parents, school personnel, and community agencies, regarding problems or concerns related to student attendance and welfare through home visits, parent conferences, and school based meetings including classroom presentations.

#### **Essential Job Functions:**

- Provide assistance to schools helping with individual attendance problems.
- Maintains continuous communication with a variety of public agencies providing services to youth and parents.
- Works with parents and students improve school attendance (attendance laws, regulations, policies and procedures, as well as the connection between attendance and school achievement).
- Inform school personnel on problems of attendance and general child welfare. (attendance monitoring including chronic excused and/or unexcused absences)
- Provides direct services for intervention, and coordinates community resources for students and families with the goal of improving attendance.
- Completes reports for the purpose of evaluating intervention attempts for truants and students who are chronically absent.
- Fosters communication for the purpose of establishing positive relationships between parents, students, staff and others.
- Makes home visits with parents and students for the purpose of checking on chronically truant or absent students and gaining parental support in students' educational and social development.

#### **Job Requirements – Qualifications:**

- **Experience:** Preferred successful experience in a public school setting preferred (working with students, parents, school staff, and community agencies). Any combination of training and/or experience demonstrating the required skills, knowledge, and abilities may be considered by the District Administration and/or the Governing Board.
- **Education Required:** BS or A.A. or A.S. degree or working towards degree in related field.  
  
**Ability** to work effectively with students, parents, teachers, management staff, and community agencies; ability to adapt work schedule (work some evenings and/or weekends)
- Bilingual Skills Preferred.

#### **Terms of Employment**

- 148 daysr. Salary and work year will be established by the District Administration and/or Governing Board.