



Mgr 4 / Dist Truancy Intervntn

Purpose Statement

The job of Mgr 4 / Dist Truancy Intervntn is done for the purpose/s of monitoring and providing intervention for students with truancy problems; coordinating student services with child welfare programs (court, guardian ad Litem, children/Es justice center, youth in custody, social workers, teachers, etc.) providing information to students, parents, school offices, community representatives, etc.; and implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: District.

This job reports to Director of Student Services

Essential Functions

- Appears in adult and juvenile courts, district attorney hearings, etc. for the purpose of representing the district as the child welfare and attendance representative.
- Conducts meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Coordinates with outside agencies, school sites, etc. for the purpose of providing referrals to families and/or students.
- Files probation referrals on behalf of juveniles and criminal complaints against parents for the purpose of complying with mandated requirements.
- Initiates calls for the purpose of ascertaining reason/s for absences and informing students and/or parents of provisions of compulsory attendance laws.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in school site team meetings with other staff (e.g. administrator, counselor, resource officer, trackers, social worker, gang prevention officer, etc.) for the purpose of addressing student and family issues of concern.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to all school requests for the purpose of investigating and reporting cases of child abuse and molestation.
- Serves as district liaison for the purpose of representing the district to county/state child welfare and attendance agencies.
- Verifies residence of students for the purpose of processing inter or intra-district transfer permits and proof of school enrollment and attendance for special programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; dealing with changing priorities; working under frequent interruptions; working as part of a team; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4