



## **Inst Asst 2 / Dist Truancy**

### **Purpose Statement**

The job of Inst Asst 2 / Dist Truancy is done for the purpose/s of assisting with intervention for students with truancy problems; coordinating with District personnel and community child welfare programs (juvenile court, guardian ad Litem, children's justice center, youth in custody, social workers, teachers, etc.) providing information to students and parents; and assists with the implementation and maintenance of truancy services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: Works district-wide.

This job reports to Mgr 4 / Dist Truancy Intervntn

### **Essential Functions**

- Assists with the filing of juvenile court referrals through a court probation officer on behalf of juveniles (ages 12-16) for the purpose of complying with mandated attendance requirements.
- Assists with juvenile court referrals through the county attorney on behalf of parents with students ages 5-12 for the purpose of complying with mandated attendance requirements.
- Assists with the coordination and appearances in juvenile court for matters of delinquency and truancy for the purpose of representing Provo City School District as the child welfare and attendance representative.
- Attends and participates in school site team meetings with other staff (e.g. administrator, counselor, resource officer, trackers, social worker, gang prevention specialist, etc.) for the purpose of addressing student and family issues of concern.
- Conducts home visits for the purpose of verifying residence, developing attendance plans and notifying parents/students of truancy concerns.
- Contacts parents and other custodial providers for the purpose of ascertaining reason/s for absences and informing students and/or parents of provisions of compulsory attendance laws and ramifications of such.
- Coordinates and refers students to Provo City School District attendance court for the purpose of truancy intervention.
- Coordinates and refers students and parents to district truancy school for the purpose of truancy intervention.
- Coordinates with Student and Family Support Division on a daily basis (e.g. school social workers, gang prevention specialists, etc.) for the purpose of following through on services needed for students and families.
- Coordinates with outside agencies, school sites, etc. for the purpose of providing services for students and families.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference information and to comply with regulatory requirements and established guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to 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; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. 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 and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed 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 direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be 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 40% sitting, 35% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

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

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 2