

POSITION TITLE: Violence Prevention and Attendance Specialist

QUALIFICATIONS: Bachelor's degree in education, social work, behavioral science or a related field preferred. Experience working with student attendance and violence prevention programs preferred. Ability to effectively communicate both orally and in writing and to work effectively with a diverse population of students, parents, school staff and community. Bilingual (English and Spanish speaking) is a plus. Must be willing to work a flexible work schedule. Possession of a valid Virginia driver's license is required. Must use own car for travel. Mileage will be reimbursed.

PERFORMANCE EXPECTATIONS: Implements comprehensive violence prevention and attendance initiatives in all schools. Implements and monitors division wide behavioral policies; violence, bullying and gang prevention and intervention strategies; and substance abuse prevention and intervention practices. Provides bullying and violence prevention and intervention consultations and training to students, parents, staff and community representatives. Assists the school with assessment, interventions and follow up services for referred student conflict situations. Collaborates with school security officers, school resource officers and school staff to develop and promotes positive school climates. Links students and families to community and school based services as needed. Serves as a designated attendance officer for the school division. Maintains working knowledge of state law, school board policy, Virginia Department of Education policy and administrative regulations regarding school attendance matters. Supports the enforcement of a comprehensive division wide attendance plan. Enforces and monitors Code of Virginia and School Board policy requirements of compulsory school attendance. Supports the school with all attendance improvement, dropout prevention and recovery initiatives. Collaborates with and supports attendance officers in all attendance related activities. Collaborates with all departments in Richmond Public Schools including Pupil Placement and the Hearing Office to ensure students are properly enrolled and completing program requirements. Engages with the community members to support students remaining in school. Maintains accurate records including developing a working knowledge of the student database system. Maintains documents, files and records for all work related activities. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Provides violence and truancy prevention initiatives for the schools. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Senior Violence Prevention and Attendance Specialist

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 116

LENGTH OF CONTRACT: 191 Days (9.5 months) – 8 Hours

FLSA: Non-exempt