

POSITION TITLE: Senior Violence Prevention/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 skills in English and Spanish are a plus. Must be willing to work a flexible work schedule. Possession of a valid Virginia driver's license is required.

PERFORMANCE EXPECTATIONS: Serves as a designated attendance officer for the school district. Develops, implements and monitors comprehensive attendance plan to include violence prevention, truancy prevention, and attendance improvement initiatives in all schools districtwide. Maintains a positive and safe school climate for all students. Supports school district with all attendance improvement, dropout prevention and recovery initiatives. Maintains working knowledge of state law, school board policy, Virginia Department of Education policy and administrative regulations regarding school attendance and discipline matters. Collaborates with school staff to develop goals and objectives for students demonstrating behavioral, attendance and adjustment problems in the school setting. Supervises Attendance Officers and Violence Prevention and Attendance Specialists. Insures that all components of the attendance and violence prevention policies and plans are implemented appropriately. Organizes and conducts violence and truancy prevention programs, safe schools initiatives and other special initiatives. Conducts monthly visits to schools to monitor and assess initiative activities, compliance and effectiveness. Collects and analyzes attendance and discipline data to guide initiative activities. Collaborates with prevention and school staff to develop strategies for staff to use with identified students. Plans and provides regular professional development trainings for staff. Engages and maintains relationships with community partners to support students' positive engagement in school. Works with community facilities including Juvenile Detention and Correction Centers to support transition of students between programs. Insures accurate record keeping with regard to student registration, attendance, withdrawal and discipline. Collaborates with the Office of Public Information to conduct public awareness campaigns. Maintains documents, files and records for all work related activities. Perform other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Oversees the violence and truancy prevention initiatives for the school district. 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: Director of Student Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 118

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt