

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

**TITLE:** School-Based Juvenile Court Liaison - Senior High School

**QUALIFICATIONS:**

1. Bachelor's degree in counseling, criminal justice, sociology or related social science.
2. Valid Iowa motor vehicle operators license.
3. Knowledge of juvenile court law, procedures and processes.
4. Ability to work under pressure.
5. Ability to handle crises effectively.
6. Ability to communicate with others both orally and in writing
7. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
8. Must agree to criminal and child abuse records check.

**REPORTS TO:** Senior High School Principal and the Juvenile Court Officer IV supervising Scott County.

**JOB GOAL:** To perform specified duties relating to young people under the supervision of the Juvenile

**PERFORMANCE RESPONSIBILITIES:**

**1. TRUANCY**

- A. Receives referral from school officials regarding student at all levels including elementary with attendance/truancy problems.
- B. Investigates attendance referrals including in-home visits.
- C. Provides short-term counseling services to families whose children are experiencing attendance problems.
- D. May transport children to/from school as needed to ensure their attendance.
- E. Referral to/coordination with other agency services needed to assist families with school attendance issues.

**2. JUVENILE PROBATION SERVICES**

- A. Aids in the supervision and counseling of juveniles under Juvenile Court Services supervision.
- B. Coordinates services provided by various agencies to assigned juveniles and their families.
- C. Consults/coordinates with school officials on each probationer's educational progress.

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- D. Provides direct supervision sufficient to maintain appropriate school behavior. May include 1-1 supervision in classrooms, hallways, lunch room, school grounds.
- E. Makes home and community visits as needed to insure compliance with school and probation programs.
- F. Responsible for the implementation of all Juvenile Court orders and dispositions of juveniles on caseload.
- G. Other duties as assigned which may include special programming during the summer months.

3. DELINQUENCY PREVENTION ACTIVITIES

- A. Counsels youth at risk of delinquent activity.
- B. Provides information regarding juvenile crime and consequences to student of North Scott Community School District.
- C. Makes home and community visits as needed.

4. OTHERS

- A. Serves as a member of the district safety committee we requested.
- B. Assist implementing the district safety plan.
- C. Such other duties as directed by the building principal or Juvenile Courts Officer IV.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/8/03