

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### STUDENT ENGAGEMENT SPECIALIST

#### QUALIFICATIONS:

- (1) High School Diploma (Associate Degree preferred).
- (2) Experience in typing, transcription, data entry and office practices.
- (3) Ability to problem solve, demonstrate initiative, and make decisions as appropriate
- (4) Ability to work effectively with people.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of basic office procedures and the operation of computers, office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to comprehend and interpret Florida Statutes and School Board Policies. Ability to deal effectively, courteously, and professionally with school personnel and the general public. Work involves the application of much independent judgment in the performance of assigned duties. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to maintain confidentiality.

#### REPORTS TO:

Executive Director of Student and Community Engagement or designee

#### JOB GOAL

To ensure the smooth and efficient operation of responsibilities aligned with student engagement so that the office's maximum positive impact on the district and community can be realized.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Perform clerical duties required by activities and functions of the department including preparing and sending correspondence, receiving and routing incoming/outgoing mail, setting up and maintaining files, including but not limited to handling home school and attendance records and documentation.
- \* (2) Create and maintain professional communication with families and school sites. Answer telephone, route and make calls, record messages, answer questions and provide information.
- \* (3) Direct the processing of home school paperwork and maintain accurate files and spreadsheets.

**Job Description - Student Engagement Specialist (continued)**

- \* (4) Monitor the completion of annual performance assessment evaluation forms for home school students.
- \* (5) Maintain database of students who have met thresholds of monitoring for attendance with accurate and current information.
- \* (6) Assist with preparation of accurate documentation for district and court personnel for truancy cases.
- \* (7) Remain current on knowledge of and accurate application of state legislation
- \* (8) Assist school personnel on procedures, policies, and requirements for student engagement items, including but not limited to home school and attendance.
- \* (9) Maintain confidentiality.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**Flagler Schools Strategic Framework – Student and Community Engagement**

**Approved 6/18/2019**