

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### ATTENDANCE AND TRUANCY SPECIALIST

#### QUALIFICATIONS:

- (1) Minimum of a Bachelor's Degree in education, sociology or social work from an accredited educational institution.
- (2) Minimum of three years' experience working in a school setting or social services related field.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of children and family systems.
2. Knowledge of community agencies for services to children and families.
3. Knowledge of referral process for accessing services for children and families.
4. Knowledge of school attendance requirements and truancy laws.
5. Ability to relate to people and proficient in conducting parent conferences.
6. Ability to function as a liaison between the home, school, and community by providing a positive approach to dealing with problems of students, parents, and schools.
7. Ability to communicate and identify with families regarding needs for services to help students identified as abused, neglected, or emotionally / behaviorally challenged.
8. Requires the ability to display knowledge of applicable federal, state, and local statutes, regulations, policies and professional code of ethics.

#### REPORTS TO:

Coordinator of Student Behavior and Conduct Management or designee

#### JOB GOAL

To act as a community liaison and provide case management and identification of appropriate services for children and families in need to address and mitigate barriers to regular school attendance.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) \*Plan and implement activities designed to meet the mandate for school attendance.
- (2) \*Assist schools in counseling and the referral of students exhibiting attendance problems.
- (3) \*Conduct parent conferences to share information related to school achievement and attendance.
- (4) \*Provide case management to students who have been identified as habitually truant.
- (5) \*Identify and break down barriers to re-engage students in daily student attendance
- (6) \*Conduct parent interviews to obtain relevant information related to school success.
- (7) \*Assist schools with accurate record keeping and providing support regarding the district withdrawal process
- (8) \*Assist school with referrals to the children-in-need and families-in-need provider.
- (9) \*Participate in meetings involving attendance/truancy.

**ATTENDANCE & TRUANCY SPECIALIST (Continued)**

- (10) \*Complete home visits regarding attendance/truancy.
- (11) \*Serve as a liaison between home, school, and community social agencies.
- (12) Conducts parent education meetings and/or dissemination of information regarding child management, attendance, and community resources.
- (13) \*Support schools regarding state reporting of the FTE process
- (14) \*Facilitate the monitoring of services, referrals, resources and other activities designed to improve daily school attendance.
- (15) Maintain appropriate reports and record keeping procedures.
- (16) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (17) \*Prepare and review documents for Truancy Court.
- (18) \*Serve as the district's liaison for Truancy Court.
- (19) \*Serve as a liaison between school attendance clerks, information specialists, and Student Services.
- (20) Assist with creating/revising the Attendance procedures, processes, and manual.
- (21) 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 frequently 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

**Salary Lane: PROFESSIONAL LANE**

**PAFZ**

**Approved 07/23/2024**