

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
COORDINATOR OF ATTENDANCE COMPLIANCE
AND STUDENT RECOVERY

QUALIFICATIONS:

1. Master's degree from an accredited educational institution
2. Certification in Educational Leadership, School Principal or Professional School Principal
3. Three (3) years of successful teaching and two (2) years administrative or supervision
4. Previous experience as School Principal, Assistant Principal, or Behavior Resource teacher preferred.
5. Satisfactory criminal background check and drug screenings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Supervisory and administrative experience related to the duties and responsibilities specified.
- Experience in conducting/ supervising investigations and directing personnel.
- Experience in developing plans consistent with the requirements of the position.
- Demonstrate ability to develop, plan and implement related policies and procedures.
- Demonstrate ability to conduct in-service training and training of subordinates.
- Demonstrate strong interpersonal skills and the ability to work effectively with district employees, administrators, students, parents, court officials and the public.
- Demonstrate the ability to communicate effectively, both orally and in writing.
- Demonstrate ability to gather data, compile information and prepare reports.
- Demonstrate ability to plan and evaluate programs.
- Possess a valid Florida driver's license.

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

JOB GOAL:

The Coordinator of Attendance and Student Recovery is responsible for coordinating the student recovery, attendance, and truancy efforts of all the schools in the district. This position was created to address truancy and to locate students who have not regularly attended school since the COVID-19 pandemic. The Coordinator works with the School Safety Officers and District Resource Officer in home visits and other activities to locate missing and truant students. He/she is responsible to develop, implement and maintain plans to address attendance and truancy issues in the district. The Coordinator also prepares petitions and orders and serves as Ille district representative in the 8th Judicial Circuit Court system in prosecutions for truancy and truancy proceedings.

COORDINATOR ATTENDANCE COMPLIANCE & STUDENT RECOVER (continued)

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the planning, development, implementation and maintenance of school attendance and truancy plans with the Assistant Superintendent.
2. Oversees the development and implementation of BCSD Attendance program(s).
3. Collaborates with school site and District staff to implement school-specific and/or District-wide initiatives and activities to improve attendance and graduation rates and reduce dropout rates.
4. Develops and monitors child welfare and attendance and dropout prevention, intervention, and recovery strategies and services implemented by assigned staff.
5. Conducts on-going data review, needs assessment, and evaluates effectiveness of the program and services provided.
6. Develops and implements related policies to ensure District compliance with federal and state mandates.
7. Develops and recommends attendance/truancy policies, procedures, standards and directives and communicates them orally and in written form.
8. Coordinates home visits and location of missing students with school resource officers, administrators, and district resource officer.
9. Establishes a truancy intervention plan and provides orientation and training 10 designated school personnel on the plan.
10. Coordinates with district mental health office, mentors, and district homeless liaison as needed to address issues that may affect regular student attendance.
11. Schedules and facilitates regular Student Attendance Resource Board (SARB) meetings as a quasi-judicial intervention prior to filing for parental prosecution or petition for truancy.
12. Prepares Petitions for Truancy for secondary students and files them with the 8th judicial circuit. Schedules court dates with the judicial assistant for hearings.
13. Prepares judicial order of Notice of Hearing and coordinates with the district resource officer to have them served in a timely manner. Ensures proof of service is obtained and filed prior to court date.
14. Prepares Affidavits for Parental Prosecutions for the state attorney's office for truancy cases involving elementary students.
15. Attends hearings as a representative for the district and provides testimony and evidence as well as recommendations for judicial actions.
16. Reviews homeschool records for proof of student work and evidence of instruction.
17. Makes decisions regarding removal from homeschool placement as needed.
18. Participates in the development of department goals and objectives; recommends, implements and administers policies and procedures.
19. Compiles and evaluates data, prepares analysis, reports and recommendations regarding school attendance and truancy.

20. Communicates directly with school principals on issues of attendance and truancy in their respective schools and takes the appropriate action(s).
21. Communicates with other district employees about issues that impact on student attendance and truancy.
22. Ensures compliance with law enforcement and probation departments in related matters.
23. Ensures that state attendance laws are strictly adhered to and enforced.
24. Performs other job-related duties as assigned by the Assistant Superintendent.

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. Physical activity associated with home visits, including climbing stairs, walking on uneven ground, driving.

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 the Board's policy on evaluation of personnel.