

SCHOOL BOARD OF JACKSON COUNTY

JOB DESCRIPTION

TRUANCY INTERVENTION OFFICER

QUALIFICATIONS:

- (1) An officer shall have no less than a high school diploma.
- (2) Finished the minimum requirements of law enforcement training for a local law officer.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida compulsory attendance laws, rules of regulations, as well as Juvenile Justice system procedures for reporting and processing truancy - delinquency - abuse and neglect. Advanced skills in coordinating agency interaction, interpersonal interaction and confidential records.

REPORTS TO:

Director of Safe School Program

JOB GOAL

To assure that no student enrolled in the District gains less than full advantage from his educational opportunities as a result of social and emotional problems as they are related to attendance.

SUPERVISES:

Clerical staff as assigned
School Social Workers

PERFORMANCE RESPONSIBILITIES:

- (1) Monitor the whereabouts of students reported as enrolled but not present in any school.
- (2) Confer regularly with the Director of Safe School Program regarding student welfare and attendance matters.
- (3) Direct the investigation of reports in cases of absence referred by principals or legal authorities, or in cases of suspicion known to him / her.
- (4) Report to the Director of Safe School Program, school-age children who are unable to participate in the regular school program because of mental, physical, or emotional handicaps, so that they are referred for appropriate services for placement to participate in educational programs appropriate to their needs.
- (5) Inform the School Social Worker of the attendance patterns of chronic offenders.
- (6) Issue notices of non-attendance to parents and file complaints with the Circuit Court.
- (7) Make self available to administrators, teachers, students, and parents on an individual basis to explain attendance, laws and policies.
- (8) Visit places of employment when deemed necessary or as instructed, and refer to law enforcement agencies any cases in which employment laws seem to be violated.

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Amendment Board Approved April 15, 2003

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TRUANCY INTERVENTION OFFICER (Continued)

- (9) Prepare an annual report of attendance and related matters in the district for the Superintendent.
- (10) Serve on such committees for the improvement of attendance revision of curriculum.
- (11) Check student personnel files before investigation or action, and confer with other members of the Student Services team who may be involved.
- (12) Participate in case conferences.
- (13) Cooperate with school officials, counselors, psychologists, and with the juvenile court, juvenile counselors, and welfare agencies dealing with cases of known, suspected, or probable delinquency on the part of school-age children.
- (14) Investigate and report to the appropriate agencies those cases of suspected or actual child abuse or neglect.
- (15) Serve as a liaison between the schools, the parents, the courts, and community agencies.
- (16) Plan and coordinate workshops for in-service training of School Social Workers.
- (17) Initiate petitions to Juvenile Intake and prepare cases for formal hearing when authoritarian approach is indicated.
- (18) Attend Circuit Court when cases are presented, using the services of the School Board attorney when appropriate.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- (20) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 1-3
196 days
7.5 hours per day

EVALUATION:

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

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