

Truancy Diversion Program Coordinator Job Description

Purpose: The Truancy Diversion Program Coordinator will administer Turner's Truancy Diversion program. The Coordinator will be a liaison between the District and juvenile justice officials with the District Attorney's Office. The Coordinator will manage all associated paperwork, arrange for educational facilitators, connect families with needed community resources and provide for follow-up monitoring of students participating in the truancy program.

Responsible To: Assistant Superintendent of Student Services and Dean of Students

Payment Rate: Salary and benefits as established by the Board of Education

Qualifications:

1. Associate's degree or above in a field related to social work, public administration, law, or education; Bachelor's Degree preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made.)
3. Experience in using various computer software applications, specifically filtering data, as well as various office machines and telecommunications equipment.

Essential Functions:

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Work effectively with truant students and their families.
3. Possess energy and enthusiasm toward creating an effective program that reduces non-attendance.
4. Provide leadership necessary to organize and implement educational presenters for the Truancy Diversion Program.
5. Develop an educational program for students in the Truancy Diversion Program and their parents.
6. Identify and coordinate monitors to provide follow-up with students as they progress through the Diversion Program.
7. Connect families struggling with attendance with appropriate school and community resources.
8. Manage case files and keep records timely and accurately.
9. Organize, plan, and administer a variety of activities.
10. Learn about the juvenile justice system, truancy laws, school district policies and attendance programs.
11. Work creatively to initiate a new program.

Physical Requirements/Environmental Conditions:

1. Work in noisy and crowded conditions with numerous interruptions.
2. Meet deadlines under stressful conditions.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.
4. Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.

General Responsibilities:

1. Work cooperatively with school administrators and other staff to administer the Truancy Diversion Program and promote student attendance.
2. Develop a training program for students in the Truancy Diversion Program and their parents.
3. Accurately and timely complete all paperwork associated with the District Attorney's office.
4. Organize monitoring of students in the Truancy Diversion Program.
5. Ensure a continuous program of identification, training and monitoring of truant students.
6. Always observe and follow all school district policies.
7. Respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to keep student and personnel information and records confidential.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform other tasks and assume other responsibilities as directed by supervisor or other administrators as needed.

Term of Employment: 11 months as assigned

Evaluation: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved: