

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Truancy Reduction Case Manager

LOCATION: High Schools

CATEGORY: Professional

PAY GRADE: Grades 1-5

FLSA: Exempt

IMMEDIATE SUPERVISOR:
Asst. Superintendent/Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

Tracking student attendance and focusing on counseling and community outreach to prevent absences. Visiting student's home and meeting with parents to address problem behavior. Keeping track of laws and guidelines regarding attendance and truancy.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Examine daily attendance records to identify truant students;
- Identify students at risk of dropping out of school because of truancy issues;
- Be involved in parental education with respect to truancy;
- Do home visits as deemed necessary;
- Hold parent/student/school staff conferences as they relate to truancy;
- Make referral to Family Assessment and Planning Team as necessary;
- Establish a Truancy Reduction Advisory Board;
- Make referral to appropriate community agencies as appropriate;
- Work with court system and other agencies to ensure compliance with the laws of the Commonwealth relating to compulsory attendance;
- Other duties as assigned.

KNOWLEDGE, SKILLS, EDUCATION, AND ABILITIES

Must have a Bachelors degree from an accredited college or university in a related field and experience working with youths. Experience with the court system is preferred.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school, home, and court settings. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

The building Principal along with Asst. Superintendent will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.