SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRUANCY WORKER

SALARY SCHEDULE: SSP7

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:
(1) Sixty (60) semester hours of undergraduate training or its equivalent in social work, psychology, counseling, criminology or law enforcement.
(2) Demonstrate excellent oral, written communication, and relational skills as evidenced by previous experiences/references.
(3) Valid Florida Driver’s License

KNOWLEDGE, SKILLS AND ABILITIES:
(1) Knowledge of general computer use.
(2) Ability to follow directions. Ability to work independently. Ability to maintain accurate records documenting procedures in accordance with state law and School Board policy.

REPORTS TO:
Supervisor, Student Services

JOB GOAL
To be responsible for assisting with attendance/truancy concerns and compliance with state laws and School Board Rules related to compulsory attendance.

SUPERVISOR:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Monitor regularly the attendance of target students (unexcused absences or excessive absences) at assigned schools.
* (2) Establish contact with responsible family member of target students. Home visits will be required.
* (3) Work cooperatively with students, school based staff and the community to provide appropriate interventions to improve attendance.
* (4) Serve appropriate notices as required by state law, School Board rules and procedures in a timely manner.
* (5) Make referrals to appropriate community agencies or programs as necessary including the Florida Department of Highway Safety and Motor Vehicles for compliance with attendance requirements.
* (6) Maintain accurate records of interventions and contacts and provide the schools with appropriate documentation.
* (7) Prepare cases for Case Staffing referral and attend the staffing meetings.
* (8) Communicate effectively with staff, parents, and students.
* (9) Use specialized equipment as required.
*(10) Demonstrate initiative in the performance of assigned responsibilities.
*(11) Provide for a safe and secure workplace.
*(12) Model and maintain high ethical standards.
*(13) Follow attendance, punctuality and proper dress rules.
*(14) Maintain confidentiality regarding school matters.
TRUANCY WORKER (Continued)

*(15) Maintain positive relationships with staff and community agencies.
*(16) Participate in workshops and training sessions as required.
*(17) Keep supervisor informed of potential problems or unusual events.
*(18) Respond to inquiries and concerns in a timely manner.
*(19) Follow all School Board policies, rules and regulations.
*(20) Exhibit interpersonal skills to work as an effective team member.
*(21) Demonstrate support for the School District and its goals and priorities.
*(22) 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.

Job Description Supplement No. 03

*Essential Performance Responsibilities