

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRUANCY WORKER

SALARY SCHEDULE: SSP9

COST CENTER: STUDENT SERVICES 9071

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

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

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