

Carson City School District Job Description: Truancy and Drop Out Prevention Specialist

Job Title: Truancy and Drop Out Prevention Specialist

Department: Educational Services

Reports To: Director of Accountability and Assessment

FLSA Status: Non-Exempt

Prepared By: Associate Superintendent - Human Resources

Prepared Date: 02-12-2020

Summary

Under general supervision, to perform a wide variety of difficult and highly specialized clerical work; to provide secretarial and clerical support to all departments of administration; and to perform related work as required.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Maintain awareness of regulations regarding student attendance by having a working knowledge of state law, board policy, and administrative regulations.
- Confer regularly with principals regarding truancy of students and potential dropouts.
- Work closely with counselors, teachers, and juvenile probation officers, Carson City Sheriff's Office, and Education Services regarding student truancy and dropout prevention.
- Check daily attendance of students targeted because of previous attendance problems.
- Contact and confer with parents regarding student attendance issues.
- Review student records before any investigation or action including a scheduled truancy hearing, and confer with other members of the school staff who have knowledge of the student in question.
- Initiate petitions to juvenile intake and prepare cases for formal truancy hearings.
- Serve as liaison between the schools and the parents, the courts, community agencies, and law enforcement personnel pertaining to truancy proceedings.
- Move about the community during school hours and provide immediate service to students who are on the street or in public places.
- Prepare for and conduct monthly district-wide truancy hearings.
- Adhere to and ensure compliance with all Nevada Statutes related to attendance and truancy.
- Prepare an annual report on attendance and related matters for the Truancy Advisory Board.
- Establishes and communicates clear objectives to the students for the fulfillment of their educational career.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Take all necessary and reasonable precautions to protect students' confidentiality and rights.
- Maintain equipment, materials, and facilities.
- Make provision for being available to students and parents for education-related purposes during the scheduled workday when required or requested to do so.
- Establish and maintain two-way communication with parents, students, and other staff members in an honest, positive, and constructive manner.
- Supervise students in out-of-classroom activities on campus during the assigned working day; participate in the sponsorship of student activities as appropriate to the grade level; attend established traditional school-sponsored activities agreed upon by the building administrator and the faculty.
- Fulfill the requirements of punctuality, reliability, and responsibility with regard to school level and school district policies, procedures, and regulations.

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- Cooperate with other professional staff members in assessing and helping solve health, attitude, and learning problems of the students.
- Attend building and district meetings to promote communication and mutual decision making among the staff.
- Frequent contact with students, parents, school personnel and other school personnel.

Required Knowledge, Skills & Abilities:

Knowledge of the geographic layout of Carson City; vehicle operations, traffic laws and safe driving practices; time schedules and adherence practices; file maintenance and record keeping techniques. Must have basic word processing and spreadsheet computer skills; oral and written communication skills; interpersonal skills using tact, patience and courtesy. The ability to perform the following work activities with or without reasonable accommodations:

- Possess a working knowledge of state law, board policy and administrative regulations necessary to monitor student attendance.
- Use Infinite Campus to enter, search, and file written records and reports.
- File and maintain records in alphabetical, numerical and chronological order.
- Maintain confidentiality.
- Display tact, patience and courtesy with those contacted in the course of work.
- Drive a vehicle safely and efficiently.
- Work cooperatively with co-workers, other district personnel, and other public agency personnel.
- Establish and maintain effective working relationships.
- Work independently in the absence of a supervisor and handle multiple priorities.
- Learn and apply established procedures.
- Understand and carry out oral and written instructions.
- Assess the accomplishments of students.
- Model good instructional, coaching and mentoring practices.
- Communicate effectively, both orally and in writing.
- Meet deadlines.
- Maintain accurate, complete and correct records as required by law.
- Operate or learn to operate a microcomputer and related software.
- Communicate enthusiasm, excitement and a strong feeling of commitment to the teaching profession.
- Maintain regular attendance.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Due to student contact and occasion supervision, the candidate must possess a Nevada Department of Education Substitute Teacher License.

Language Skills:

Ability to read and interpret documents such as handbooks and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and staff.

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Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of student information software; Internet software; Spreadsheet software and Word Processing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.