

Regional Office of Education #1
JOB DESCRIPTION

- Job Title:** Attendance Specialist-Adams/Brown (Truants' Alternative and Optional Education Program) and Workforce Development for Adams/Brown/ Pike Counties
- Qualifications:**
1. B.S. /B.A. degree
 2. Two years teaching/administrative experience, preferable.
 3. Such alternatives to the above qualifications as the Regional Superintendent may find appropriate and acceptable.
- Employer:** Regional Office of Education #1
- Reports To:** Homeless and Truancy Director
- Term of Employment:** Salary and work year to be established by the Regional Superintendent
- Evaluation:** Performance of this job will be evaluated in accordance with provisions of the office policy on Evaluation of Professional Personnel.
- General Summary:** Truancy-To assure that no student enrolled in the district gains less than full advantage from his/her educational opportunities as a result of attendance problems.
Workforce Development- Identify eligible youth not attending school and/or not employed and to refer these youths to the Workforce Office in LWA 14-Western Illinois for WIOA services.

Role and Responsibilities for Truancy:

1. Maintains a professional awareness of regulations regarding child welfare and school attendance by having a working knowledge of state law, office policy, and administrative regulations which includes the Regional Office of Education ACT program.
2. Is available to administrators, teachers, students and parents to explain attendance laws and policies and to encourage regular attendance.
3. Works closely with teachers, school nurses, guidance counselors, and principals regarding students who are absent and/or frequently tardy without valid cause and who have not responded to the corrective efforts made by the school staff.
4. Collates attendance reports from all schools and compiles attendance reports as required by the funding grant, state law and/or this Regional Office of Education.

5. Reviews such attendance, enrollment, and transfer records and reports in assigned school districts as may be necessary to assure compliance with applicable laws and sound principles of accounting for student absences.
6. Checks the student official school attendance report before any investigation or action and confers with other members of school who may be involved in monitoring the student's attendance.
7. Participates in case conferences and schools' Individual Educational Plans as needed.
8. Creates an Individual Optional Education Plan (IOEP) for each student involved in the TAOEP program and makes recommendations to improve attendance to students and families.
9. Works with school counselors to individualize the student's program in terms of his needs – that is, more structure, use of progress reports, and the like.
10. Initiates petition for juvenile court intake and prepare cases for formal hearings.
11. Serves as liaison between the schools and the parents, the courts, community agencies, and police authorities.
12. Works closely with guidance counselors in the identification and counseling of potential dropouts.
13. Maintains a professional, productive, and cooperative working role as an employee of the Regional Office of Education.
14. Presents a positive image for the Regional Office of Education.
15. Fulfills program goals of the TAOEP.

Roles and Responsibilities for Workforce Development:

1. Fiscal Reports are due the 15th of each month, Fiscal Reports with supporting documentation are due the 15th of the following month, and Board reports may be required by the Workforce Innovation Board
2. These services must be delivered in each county of; Adams, Brown, and Pike
3. Identify eligible out of school youth
4. Conduct outreach and recruitment of out-of-school youth
5. Refer eligible youth to the county Workforce office
6. Assist the eligible youth to obtain necessary documents to complete the application process to ensure compliance with appropriate eligibility and enrollment requirements
7. Coordinate case management activities with the Workforce staff
8. Maintain records for WIOA Youth activities
9. Ensure timely and accurate program and fiscal reporting
10. Develop and implement corrective action plans in response to fiscal agent, state, or federal monitoring reports, or independent auditor reports
11. Performs other responsibilities as the Regional or Assistant Superintendent assign