

Regional Office of Education
JOB DESCRIPTION

Job Title: Administrative Assistant for Truancy program-Jacksonville

Qualifications:

1. High School Diploma
2. Post Graduate courses, preferable
3. Extensive computer skills

Employer: Regional Office of Education #1

Reports to: Director of At-Risk Student Interventions

Term of Employment: Salary and work year to be established by the Regional Superintendent; summers off.

Evaluation: Depending on the employee's position and classification, Regional Office of Education #1 endeavors to review performance annually.

General Summary: Work with the truancy team to assure that no student enrolled in the district gains less than full advantage from his/her educational opportunities because of attendance problems. Effective communication skills, accuracy, and attention to details are crucial. Must have the ability to be a team player as well as the ability to work productively as part of a team.

Role and Responsibilities:

1. Works directly with the truancy team to monitor attendance and send out truancy notices in compliance with the Regional Office of Education Abolish Chronic Truancy program.
2. 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.
3. Is available to administrators, teachers, students, and parents to explain attendance laws and policies and to encourage regular attendance.
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 and truancy team who may be involved in monitoring the student's attendance.
7. 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.
8. Works with the truancy team to serve as a liaison between the schools and the parents, the courts, community agencies, and police authorities.
9. Obtains, proofs and completes various typing tasks, including correspondence, reports, notices and recommendations.

10. Maintains a regular filing system, as well as a set of locked confidential files and processes incoming correspondence as instructed.
11. Performs bookkeeping tasks as directed by superiors.
12. Cross trains in interoffice tasks.
13. Attends trainings and maintains files and correspondence to and from the Illinois State Board of Education.
14. Distribute Homeschool Information Packets as needed
15. Maintains a professional, productive, and cooperative working role as an employee of the Regional Office of Education.
16. Presents a positive image for the Regional Office of Education.
17. Fulfills program goals of the TAOEP.

PHYSICAL DEMANDS

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.