

Regional Office of Education #1
JOB DESCRIPTION

- Job Title:** Attendance Specialist-Adams/Brown/Pike Counties (Truants' Alternative and Optional Education Program)
- 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:** Director of At-Risk Student Interventions
- 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.

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. Collects 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 court hearings. Will also attend court hearings.
11. Serves as liaison between the schools and the parents, the courts, community agencies, and police authorities.
12. Attend Pike County Truancy Review Board meetings in the evening once a month.
13. Maintains a professional, productive, and cooperative working role as an employee of the Regional Office of Education.
14. Fulfills program goals of the TAOEP.
15. Presents a positive image for the Regional Office of Education.
16. Any other duties assigned by the Regional Superintendent or the Assistant Regional Superintendent.

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. A valid driver's license is a must and appropriate car insurance.