



EMPLOYEE NAME: _____

Created 11/05; Revised: 9/08; 10/12; 9/13; 6/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Truancy Coordinator	JOB CODE: 448
DIVISION: Chief of Staff	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Policy, Planning and Student Support	WORK DAYS: 188
REPORTS TO: Supervisor, School Social Worker	PAY GRADE: NZ00 (Based on NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Acts as a liaison between school, home, community, and juvenile justice system to provide truancy prevention/intervention services to students through the coordination and implementation of programs dedicated to removing barriers to educational goals.	

REQUIREMENTS:

1.	Educational Level: Master Degree preferred
2.	Certification/License Required: None
3.	Experience: 5 years experience with the Juvenile Justice System, adjudicated youth, and community collaboration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; public relations, organizational skills, data gathering/analysis, research methodology

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Conducts presentations to school and parent groups regarding the services of the Truancy Coordinator.
3.	Utilizes and integrates assigned technology to maintain required documentation and data collection of services rendered.
4.	Serves on community committees to coordinate truancy programs for students.
5.	Works in collaboration with Cobb County Juvenile Court, School Social Workers, State Court, Solicitor’s Office, law enforcement and Magistrate’s Office to enforce school attendance.
6.	Supervises and coordinates county-wide truancy sweeps with local law enforcement.
7.	Works with District staff, i.e., school social workers, school administrators, and others engaged in truancy prevention efforts to develop research methods designed to assess the effectiveness of prevention programming.
8.	Assists social work supervisor and school district administrators with the creation of school District administrative rules that relates to truancy prevention programming.
9.	Meets with civic organizations, social service organizations, Department of Juvenile Justice, local law enforcement, and other appropriate organizations or individuals to present information regarding truancy prevention programming and results of the efforts.
10.	Collaborates, develops, and implements county-wide school truancy prevention programs for school District staff and others engaged in truancy prevention efforts.
11.	Makes appropriate home visits.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____