

Coordinator: Truancy Intervention

GENERAL SUMMARY

Primary function of the job is to assist families and to act as a conduit for the information flow for truancy issues and court procedures and policies. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Holds truancy information sessions for the advisory committee and develops the plan for the student, parents, and the school to follow.
- Updates school principals and staff and provides recommendations.
- Acts as liaison between students and their families and school personnel.
- Facilitates conferences, identifies problems and recommends solutions.
- Collaborates with community services and develops resources for programs.
- Presents truancy program to the community and school groups.
- Prepares and writes reports and miscellaneous correspondence.
- Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in social work, education, law enforcement or a related human services field.
- Four years' experience in school administration or education (non-teacher), law enforcement, or a related human services field

CERTIFICATIONS, LICENSES (minimum requirements)

- Must possess and maintain a valid Michigan Operators License and personal auto insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record

which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, affect others outside of a department and may require the intervention of an agency head to resolve.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of community resources as they relate to the Court
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Appropriately and effectively represent the Court at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the Court.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to effectively assess and guide both individuals and their families in their area of expertise
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently