

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: Attendance Intervention Specialist

Location: As assigned by Director

Department: School and Family Engagement

Reports to: Director and Assistant Director of School and Family Engagement

FLSA Class: Non-Exempt

Revised Date: 8/1/2024

SUMMARY

This position is responsible for providing service to the Truancy and Homeless Programs through the Regional Office of Education #33.

DUTIES & RESPONSIBILITIES

Student and Family Engagement

1. Provide and actively participate in truancy services for intervention/prevention.
2. Coordinate Regional Truancy Program with other truancy staff and school districts to identify policy and procedures for truants.
3. Understand and follow truancy ordinances and school truancy policies.
4. Initiate tickets in accordance with law.
5. Work with court services and school personnel to monitor and track truants.
6. Utilize Filemaker to log data and maintain files for truant students.
7. Organize the truancy intervention program.
8. Coordinate with caseworkers, planning work group members, teachers, community agencies, and principals in the truancy abatement efforts. Conduct monthly meetings.
9. Schedule Truancy Program training in-services.
10. Meet with judicial officials concerning legal aspects of truancy, as needed.
11. Communicate with students and parents involved or referred to the Truancy Program.
12. Is responsible for completion of mid-year and end-of-year reports.
13. Complete regular visits to assigned schools to review new referrals, monitor attendance patterns, counsel students, and find solutions to identified problems.
14. Communicate with teachers and administration on the details of the Regional Truancy Program and how to identify at risk students and refer students.
15. Participate and assist with student IOEP development and implementation.
16. Keep close contact with assigned schools to maintain on-going active caseload.
17. Keep monthly, up-to-date case notes on each student's progress in the Truancy program and academic areas.
18. Provide students identified as high school dropouts with resources to obtain

employment or alternative education options.

19. Create a resource packet for students and families and complete referrals to WIOA and ROE #33 Adult Education.
20. Utilize a process of identifying and contacting qualified youth for alternative education options, including but not limited to Regional Alternative Education Services (RAES), Alternative Learning Opportunity Program (ALOP), Workforce Innovation Opportunity Act (WIOA), and ROE #33 Adult Education program.
21. Provide training and be a key resource for homeless education liaisons and provide direct services for homeless students as needed.
22. Offer training for homeless liaisons and other key school personnel relating to homeless issues.
23. Review homeless and attendance policies of each district.
24. Network with local agencies to minimize the educational disruption of homeless students.
25. Work in cooperation with the state and regional coordinator for McKinney-Vento. 26. Monitor data and assist with monthly reports and grant writing for McKinney-Vento grant.
27. Refer homeless students and families to community agencies.
28. Assist in finding appropriate transportation if necessary and available.
29. Distribute school supplies as necessary.
30. May be required to perform other tasks as assigned by the Director and Assistant Director of School and Family Engagement.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Practice high ethical standards and maintain confidentiality.
34. Engage in Professional Development per ROE/position requirements. 35. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
36. Maintain turnover files (ROE#33 Purple Binder).
37. Attend all ROE and program meetings as required by the supervisor.
38. Join and participate in a ROE Committee, including attendance and engagement at meetings.
39. Shows up, is prepared, and follows through on commitments with thorough, timely, and consistent work (Dependability).
40. Willingness to change and/or compromise when needed (Flexibility).
41. Follows the attendance policy in the ROE handbook (Attendance).
42. Arrives prepared and ready to work at the scheduled time for meetings, events and work (Punctuality).
43. Takes initiative in problem solving by implementing and suggesting solutions to problems independently (Problem Solving).
44. Positively contribute both internally and externally to the culture and climate of the ROE

(Attitude).

45. Take initiative to work independently on a consistent basis to meet expectations of the job by staying on task and completing job duties without constant supervision (Works without Supervision).
46. Maintain positive relationships both internally and externally that improve the ROE's culture and climate (Interpersonal Relations).
47. Work is completed thoroughly, timely, and consistently (Quality of Work).
48. Ensure consistent and clear communication with supervisor, colleagues, students/families, and stakeholders (Communication Skills).
49. Follow ROE Dress Code consistently (Appearance & Grooming).
50. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Bachelor's Degree, preferred.
2. Knowledge of Google Suite and Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
3. Ability to lift and carry up to 20 lbs.
4. Ability to push/pull up to 10 lbs.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
7. Enforce ROE regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are Monday through Friday 7:30 – 3:30 based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. This is a full-time position with the Regional Office of Education #33.

To Apply

Email your resume to the Director of School and Family Engagement, Roy Van Meter, at rvanmeter@roe33.net.

To View Benefits

Follow the link to view the FY26 ROE #33 Benefits: [Benefits FY26](#)