

JOB POSTING: TRUANCY SERVICES COORDINATOR

The Truancy Services Coordinator is responsible for working with students, families, courts, teachers, and school administrators to ensure that students are attending and engaging in school. The Truancy Coordinator will work collaboratively with community resources, school staff, the probation department, law enforcement, juvenile courts, school districts, and other relevant agencies to effectively intervene and redirect youth toward positive school attendance and a healthy lifestyle.

Educational Qualifications:

- Associate's degree and/or Vocational School degree with work experience in a job-related area, or Bachelor's in Education, Criminal Justice, or Social Services is preferred

Minimum Qualifications and Skills:

- Ability to multitask, and a logical mind to assess, filter, organize, and work with data
- Excellent communication skills, both oral and written
- Ability to explain information and concepts clearly and concisely, with confidence, and to defend position when challenged
- Must be comfortable in a court setting
- Ability to communicate tactfully and frankly with high-risk students and families
- Possess finesse and grace to work through tough conversations with people who are sometimes upset and confrontational
- Ability to build positive relationships and educate local schools administration and Huron County courts about attendance and truancy
- Valid driver's license with reliable transportation
- All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, Expectations, and staff handbook on the HISD Website, www.huronisd.org homepage
- Physically and mentally capable of rigorous work (capable of sitting on the floor, standing, and sitting for extended times, and lifting or pushing a minimum of 50 pounds)
- Pass and maintain School Employment background check

Essential Duties May Include but Are Not Limited to:

- Coordinates and investigates student attendance referrals, determines the appropriate level of intervention, and communicates legal requirements and consequences to families
- Serves as a liaison between schools and external agencies—including courts, probation, law enforcement, and social services—to support truancy prevention and response
- Collects, prepares, and analyzes data and reports using Skyward and other software to support daily operations and program improvement
- Ensures compliance with truancy laws and protocols and maintains the Truancy Services webpage with current resources and forms
- Schedules and conduct truancy meetings with families and school staff to facilitate understanding and improve attendance
- Initiates legal action when necessary, by compiling documentation of Truancy and Educational Neglect cases and submitting them to the Prosecuting Attorney on behalf of the local school districts within Huron County for petition filing
- Represents the Huron ISD in truancy-related court hearings and prepares necessary documentation

- Provides training and consultation to LEAs and administrative staff on truancy procedures
- Presents information effectively to groups and engages diverse audiences
- Assists in identifying students with academic, social, or emotional barriers to attendance, and refers families to community resources as needed
- Uses technology and software tools to support work functions, including data analysis, research, and documentation (e.g., Skyward, Google Apps, Microsoft Office)
- Participates in professional development and demonstrates a commitment to continuous learning
- Maintains confidentiality of all students and family information
- Other duties as assigned by the HISD Superintendent

Work Conditions:

- 25–30 hours per week, between October 1 – May 31
- Requires traveling to a variety of schools and establishments via personal vehicle
- Ability to work some occasional evening hours, as needed to support some families
- Must be able to use a personal electronic device and an email address for two-step authentication

Terms of Employment:

- **Status:** Non-Union; FLSA: Fair Labor Standards Act (Non-Exempt)
- **Compensation:** \$23 – \$25 per hour, based on experience and degree
- **Mileage:** Reimbursed at the current IRS rate
- **Benefits:** No medical benefits provided
- **Retirement:** Eligible for retirement through the Michigan Office of Retirement Services (MPSERS)

APPLY TO:

Send a letter of application and resume with references and any credentials to:

Julie Toner
HR Specialist, Huron ISD
jtoner@huronisd.org

Applications will be accepted through August 17, 2025. Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.

POSTING DATE:

Thursday, July 31, 2025