**At-Risk Coordinator**

**Job Description**

**Serve as System Attendance Supervisor (T.C.A. 49-6-3006.(b))**

* Work with school level personnel on monitoring individual student attendance.
* Attend Tier attendance meetings
* Prepare paperwork for Truancy Council (TC).
* File petitions in Juvenile Court on truant students.
* File Dependent & Neglected Charge (D&N) on parent of truant students.
* Assist school personnel with identifying proper codes when students withdraw from school.

**Serve as the School Safety Specialist.**

* Coordinate the review, editing, and updating of Emergency Operations Plans (EOP) for the district and individual schools each year.
* Formation of a district-wide safety team involve appropriate stakeholders.
* Participate in six hours of advanced level training each year.

**Serve as Juvenile Court Liaison.**

* Work with Youth Services Officer (YSO) and Judge in monitoring juvenile petitions, serving as a witness, consulting with A.D.A. on penalties, supply materials that have been subpoenaed, etc.
* Appear at Juvenile Court Intake conducted in Courtroom B.
* Appear at Juvenile Civil Court in Courtroom C.
* Participate on the Foster Care Review Board.

**Serve as Section 504 Coordinator.**

* Attend 504 meetings when called and provide input.
* Monitor EasyIEP for compliance on all caseloads.
* Ensure that the “Non-Discrimination” clause is distributed yearly as needed.

**Serve as Home School Liaison.**

* Keep a list of all Hickman County students enrolled in non-public schools.
* Provide list to State level Director yearly.
* Provide information to parents who are inquiring about the home school process.
* Ensure students that re-enter public schools are tested.

**Head of Alternative Learning**

* Meet with interested parties for PMHS, complete application, ensure appropriate classes are online, monitor student progress and check classes for appropriate content.
* Work with teachers and staff at the Alternative Learning Center.
* Complete alternative learning teacher observations.

**Monitor Power of Attorney (P.o.A.) paperwork district wide**

* Ensure all schools have the proper form on-hand.
* Know the requirements and reasons for a proper P.o.A. (Specifically T.C.A. 34-6-302)
* Approve all POA in district

**Receive Out of Zone requests**

* Currently all requests must be approved by the Director during the school year (Board Policy 6.206). During the month of June parents may submit transfer requests and the Director or designee may approve such.
* Meet with families regarding Out of zone requests

**Process Out of County student paperwork for schools, including setting up the payments for Out of County Tuition**

* Insure each school has the form/application on hand.
* Meet with families regarding Out of County
* Arrange how payment/s will be made.

**Serve as SDHA Chair**

* Receive appeals, contact S.D.H.A. members, set time, date, and place of meeting and relay that information to the student/parents, conduct the appeal.

**Juvenile Justice POC**

**Foster Care POC**

**Homeless liaison**

**HC Learning Academy Principal**