

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Truancy Reduction Case Manager Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional Support

PAY GRADE: Grade 1-5

FSLA: Exempt

IMMEDIATE SUPERVISOR: Assistant Superintendent and or Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

Tracking student attendance and focusing on counseling and community outreach to prevent absences. Visiting student's home and meeting with parents to address attendance barriers. Keeping track of laws and guidelines regarding attendance and truancy.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Examine daily attendance records to identify truant students;
- Identify students at risk of dropping out of school because of truancy issues;
- Be involved in parental education with respect to truancy;
- Do home visits to establish a positive home-school connection;
- Hold regularly scheduled parent/student/school staff conferences as they relate to truancy;
- Communicate regularly with principals;
- Make referral to Family Assessment and Planning Team as necessary;
- Establish a Truancy Reduction Advisory Board;
- Make referral to appropriate community agencies as appropriate;
- Work with court system and other agencies to ensure compliance with the laws of the Commonwealth relating to compulsory attendance;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree from an accredited college or university in a related field and experience working with youths. Experience with social work or mental health is preferred.

SPECIAL REQUIREMENTS

Must be able to provide own transportation to schools throughout the division. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school, home, and court settings. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

The building Principal along with Assistant Superintendent will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.