



**PURPOSE:**

- Promotes regular school attendance of all students by providing consultation and training to school district personnel and meeting with students and families to develop a plan for regular school attendance pursuant to Oregon attendance laws, District 9 School Board Policies, district rules and regulations. As well, to assist families with navigation of the school system.

**REPORTS TO:**

- Student Services Supervisor

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Bachelor's degree in related field preferred
- Thorough understanding of Oregon's attendance laws, best practices for encouraging regular school attendance and alternative education.
- A minimum of 3 years of work experience or education in juvenile justice, social work, correctional, social service or a related field.
- Experience is also required in supervising youth and staff in school and/or nonprofit programs, public relations, direct services and interagency collaboration
- Bilingual Spanish/English preferred.
- Maintains a valid Oregon Driver's License and personal transportation.
- Passes required criminal background check.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ensures that all activities conform to district guidelines.
- Appropriately operate all equipment as required.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Reacts to change productively and handle other tasks as assigned.
- Responds to the individual needs of students and families.
- Supports the philosophy and mission of School District 9.
- Good communication and organization skills.
- Provides academic supports to students as requested.
- Effective communication, collaborative and problem-solving skills to work with schools, agencies, and community personnel are required.
- The ability to provide training to meet district goals regarding attendance, behavior, discipline, safety, threats and intervention support as needed.
- Works with students exhibiting chronic attendance issues.
- Provides resource materials for school staff on effective policies, procedures and programs that encourage regular attendance of all students.
- Participates in school/community collaborative efforts to improve services and support to students.
- Serves as a liaison between school, parents, community agencies, police authorities and the court on individual cases that reach community level interventions.
- Provides consultation and training to school staff related to best practices for encouraging regular attendance of all students as requested.
- Provides referral-driven and strengths-based intervention services to children and families where irregular attendance is an issue when necessary.
- Issues citations, prepares factual court reports and attends school conferences and court hearings as requested.
- Assumes responsibility and accountability regarding services including the required preparation of reports, letters, data collection and service outcome data as assigned.
- Prepares and maintains, district, state and federal records and reports in a timely manner.
- Provide your own transportation to schools, family homes and agencies as needed.
- Adheres to all rules and protocol governing the confidential rights of all students.
- Supports the district intervention team and intervention options.
- Conducts home visits as needed



- Complies with local district, state and federal laws, policies and procedures.
- Attends monthly staff meetings around district to provide training to staff as directed.
- Conducts small groups for students and parents utilizing social/emotional curriculum and other information as appropriate to the needs of the students and their parents as directed.
- Identifies resources available in the community to meet needs of youth.
- Compiles required outcome reports and analyzing the data.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Communicates clearly and appropriately and makes independent decisions within established policies and procedures.
- Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, and kneeling.
- Requires prolonged sitting and/or standing.
- Performs physical requirements of the job as described by employer in accordance with OSHA regulations.

**RATE OF PAY:**

- According to Classified Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*