

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

ATTENDANCE AND SAFE SCHOOLS LIAISON

QUALIFICATIONS:

1. Associates' degree or 60 credit hours in education, social science, psychology, or associated area.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Services

SUPERVISES: N/A

POSITION GOALS

Serves as Safe Schools and attendance contact for the Director of Student Services ensuring effective implementation of attendance policies and Safe School's project responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the School District and its organization.
2. Knowledge of laws and rules as they relate to attendance and safe schools funds.
3. Knowledge of investigation process.
4. Skill in problem solving, human interaction and conflict resolution.
5. Ability to summarize, interpret and use data to complete required reports.

PERFORMANCE RESPONSIBILITIES:

1. Assists school personnel in the identification of truant students.
2. Use the student management system to be proactive in identification of students at risk of being truant.
3. Establish effective liaison with appropriate agencies within the community that may provide assistance to at-risk students and families.
4. Investigate all reports of bullying and harassment and document investigation process.
5. Complete all reports pertaining to investigation of bullying and/or harassment and submit to appropriate staff.

6. Submit Safe Schools grant for security equipment procurement as requested by principal and SRD, if funding is available.
7. Recommend suspension of Driver's License of students based on guidelines outlined within Florida Statutes.
8. Contact parents of truant students via home visits, phone calls; prepare and mail attendance letters.
9. OPPAGA - Provide copy to administrator at each school, collect and consolidate all data, prepare and submit to the Board and FL Department of Education.
10. Complete and file all paperwork to process truancy hearing.
11. Attend, as School District designee, truancy hearings.
12. Be an active member of the District Safety Committee.
13. Assist schools with recommendations and implementation of safe schools initiatives.
14. Review, revise and provide training on SESIR (School Environmental Safety Incident Reporting) reporting.
15. Provide updates related to truant students to administrators and Director of Student Services.
16. Develop district and school emergency and safety plans in conjunction with the District Safety Committee.
17. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Non-instructional, 10+1 month contract (37.5 hours/week). Salary is paid according to the Board-approved schedules equivalent to the Instructional Aide hourly rate.

EVALUATION: Performance of this position will be evaluated annually by the Director of Student Services in accordance with Board policy for evaluation of Instructional Aides.