

Vermilion Truancy Assessment Service Center (TASC)

Job description

POSITION TYPE: Truancy Intervention Specialist

REPORTS TO: TASC Coordinator

PAY GRADE: \$37,500.00 (grant funded, contract position 07/01/2023-06/30/2024)

of days worked: Truancy Intervention Specialist shall have the same holidays as those observed by the 10 (ten) month employees of the Vermilion Parish School Board System (the TASC will be closed). An additional ten (10) days of personal/sick leave shall be included. Monday-Friday 7:00 am-3:00 pm.

LOCATION: Vermilion Parish School Board Maintenance Office in Erath, Louisiana

FUNDED BY: This is a contracted position paid through Louisiana Commission on Law Enforcement State Grant and is funded through the end of the 2023-2024 school year.

Legal Relationship: It is expressly understood by the TASC, the Vermilion Parish School Board, and the Contractor that the Contractor shall not be construed to be, and is not, an employee of the Vermilion Parish School Board. Contractor shall provide services to the TASC and the Vermilion Parish School Board as an independent Contractor with control over the time, means and methods for accomplishing the services outlined in this contract.

PRIMARY PURPOSE:

Investigate all cases of unexcused absences from school and enforce the provisions of the compulsory attendance law. Assist campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents, law enforcement agencies, and court personnel.

QUALIFICATIONS:

Education/Certification:

- Associate Degree
- Attendance office experience, preferred
- Valid driver's license, automobile insurance, and privately owned vehicle

Responsibilities: The Truancy Intervention Specialist will work under the direct supervision of the TASC Coordinator. Areas of program responsibility include the following:

- Act as liaison to Juvenile Court, and the District Attorney as required to ensure close coordination of services, sanctions, and follow up
- Conduct in-school intervention conferences and home visits
- Provide direct representation of TASC activities and reports to the Court, as needed
- Assist the TASC Coordinator in the formulation of a public education plan and dissemination of public education materials to the interagency members

- Participate in additional services in support of daily TASC evaluations
- Follow up on children who have been referred to TASC
- Develop attendance action plans and assist with the development of Informal Family Service Plan Agreements
- Complete and forward Petitions to the District Attorney's Office, as needed
- Provide additional services in support of daily TASC operations within individual abilities
- Assist in organizational and administrative duties, as needed
- Perform other duties assigned by the TASC Coordinator
- Represent TASC at public meetings assigned by the TASC Coordinator
- Complete training as a FINS Officer and provide appropriate services as authorized by the Juvenile Court for the purpose described in the Children's Code Title VII, Art. 426-733.1, 743-45
- Provide motivational services and intense follow-up with all families. Services are available in the community which will be utilized and said community service providers have agreed to provide said services upon request by TASC.
- Input data and track TASC referrals
- Generate computer documents for TASC
- Keep accurate up-to-date filing system
- Secure all TASC computer codes as needed by staff
- Possess knowledge of bookkeeping
- Enter data into the computer system on referrals using TASC Data Base and JPAMS.

Experience:

- Two years working in compliance, law enforcement, social work, or with children or adults in a leadership role.

Language Skills

- Ability to read and interpret documents such as Acts of Louisiana State Legislature, Vermilion Parish School Board Policies, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or employees of organization.

Other

- Maintain confidentiality.
- Perform any other duties assigned.

SUPERVISORY RESPONSIBILITIES:

- None

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.