

**The Foundation for New Education Initiatives, Inc.**

**JOB DESCRIPTION | iAttend Attendance Interventionist**

**CLASS TITLE:** iAttend Attendance Interventionist

**PROGRAM:** iAttend Truancy Prevention Program

**STATUS:** Contracted Employee | Grant

**DATE:** February 10, 2017

**SALARY:** \$44,500.00 (Annually)

**PROGRAM DESCRIPTION**

**Together for Children** is an innovative collaboration between government, education, business, law enforcement, and justice entities, along with community-based organizations, faith-based institutions, individual community members and investment partners. The mission of Together for Children is to leverage resources, experience and ideas to create data-driven, neighborhood action plans to prevent youth violence.

As part of the Together for Children continuum of supports, the **iAttend Truancy Prevention Program** is a systematic approach to reducing youth violence by identifying children most at risk and providing them with the necessary prevention and intervention services to increase school attendance. Miami-Dade County (County), The Children’s Trust (Trust), The School Board of Miami-Dade County, Florida (M-DCPS) and the Foundation for New Education Initiatives, Inc., (Foundation) are partnering to bring this program to serve 16,000 children across three (3) geographic regions (north, central, and south) throughout Miami-Dade County spanning 20 zip codes. As part of the iAttend Truancy Prevention Program the following contracted employee positions are being advertised for hiring.

**I. BASIC OBJECTIVES**

The iAttend Attendance Interventionist has a degree in one of the following related fields: social work (SW), counseling, psychology, education, or school administration and will work collaboratively with administrators, members of the student services team, students, parents/guardians, District staff, and outside community based providers. The Attendance interventionist will be responsible providing case management, intervention and prevention services to students who accrue any absence, have exhibited chronic absenteeism in past years, have at-risk factors that could result in chronic school absenteeism, or are currently exhibiting chronic absenteeism.

**II. JOB RESPONSIBILITIES/TASKS**

- Serve as a care coordinator at the identified schools for students, exhibiting a pattern of chronic absenteeism or truancy.
- Monitor daily attendance and contact the parent/guardian on any absence by phone or home visit if needed.
- Analyze attendance data from current and prior years to monitor student attendance daily and to determine the delivery of services for students.
- Prepare documentation and attendance reports for meetings with parents/guardians.
- Conduct home visits as needed.

- Conducts and participates in attendance conferences, Truancy Child Study, or court proceedings, to determine the root cause of the chronic absenteeism. Utilizes collected information to guide the delivery of prevention and intervention services offered to the parent/guardian or in the development of the Attendance Action Plan. Provides information that is directly useful in designing interventions. Incorporates assessment data into reports that include the parent's perspective, educationally relevant recommendations, and performance objectives.
- Coordinates access to community resources that address the needs of the student and support students' success. Assists parents/guardians better understand the school and its programs and services. Empowers students and their families to gain access to and effectively use formal and informal community services, maintaining current knowledge of relevant community resources, while ensuring that the families are provided services within the context of multicultural understanding and competence that enhances families' support of students learning experience.
- Develops and implements professional development training for educational staff and parents/guardians as requested.
- Participates in professional development relevant to the iAttend Truancy Prevention Program.
- Adheres to the deliverables of the iAttend Truancy Prevention Program grant.
- Maintains accurate data relevant to planning, management and evaluation of iAttend Attendance Prevention Program services. Uses available technology to enhance communication, obtain and organize information and demonstrate accountability. Complies with school board policies and procedures as well as various local, state, and federal mandates related to confidentiality. Exercises professional judgment in the use of confidential information, based on best practice, legal, and ethical considerations.
- Performs all other duties as assigned and related to the iAttend Truancy Prevention Program.

**IV. KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge and skills for direct and indirect intervention including: counseling on an individual, group, or family basis; consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and networking with school programs and community agencies to provide essential services for families and children; understanding of the knowledge, skills, and processes for effective casework practice; understanding of the school social work profession including associated laws (compulsory attendance, etc.), ethical issues, professional issues and standards; foundations of school psychology; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

**V. PHYSICAL REQUIREMENTS**

This is work that requires climbing, bending, reaching, sitting, standing, frequent walking, lifting, finger dexterity, grasping, talking, hearing acuity and visual acuity. The employee is required to travel frequently by car and is subject to both indoor and outdoor environmental conditions.

**VI. MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree or Master's degree (preferred) in any one of these related fields: social work, counseling, psychology, education, or school administration.

2. Minimum of three (3) years of experience preferred in one of the following fields working with children: social work, counseling, psychology, education, or school administration.
3. Demonstrates effective written and verbal communication skills.
4. Bilingual preferred.
4. Valid Florida driver's license.