

The Foundation for New Education Initiatives, Inc.

JOB DESCRIPTION | iAttend Attendance Coordinator

CLASS TITLE: iAttend Attendance Coordinator

PROGRAM: iAttend Truancy Prevention Program

STATUS: Contracted Employee | Grant

DATE: February 10, 2017

SALARY: \$48,918.00 (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 Coordinator has a Master’s Degree in any one of the following related fields: social work, counseling, psychology, education, and/or school administration, and will oversee the day-to-day operations of the iAttend Truancy Prevention Program and i-Attend staff. This is a quasiadministrative position, with heavy oversight of the program and all required grant deliverables.

II. JOB RESPONSIBILITIES/TASKS

- The iAttend Attendance Coordinator is responsible for the day-to-day operations, oversight and supervision of iAttend Attendance Interventionist and iAttend Attendance Data Specialist.
- Analyzes Analyze attendance data to drive the delivery of intervention and prevention services, and provide guidance to iAttend Interventionist and school staff.
- Ensures that student records are available to iAttend Attendance Interventionists, iAttend Data Specialist and school staff for delivery of services.
- Oversees the scheduling of attendance meetings or truancy child study team meetings.
- Monitors meeting results of attendance meetings and Truancy Child Study Team Meetings results to coordinate locates as needed.
- Provide guidance, support, and resources to iAttend Attendance Interventionists, iAttend Data Specialist school staff, parents/guardians, students, and even community based organizations.
- Prepare weekly, monthly, and quarterly reports on the progress of the iAttend Truancy Prevention Program.

- Manage the iAttend Truancy Prevention Program grant and ensure that deliverables are being adhered to, and attend all required meetings. Work collaboratively and assist the District Instructional Supervisor with the iAttend Truancy Prevention Program.
- Collaborate, recruit and maintain community based partnerships to refer students and families to for prevention or intervention services.
- Develop a resource guide for iAttend Attendance Interventionists.
- Develop and implement professional development training for educational staff and parents, as requested. Conducts professional development with schools, iAttend Attendance staff, and parents/guardians via parent workshops.
- Participates in professional development relevant to the iAttend Truancy Prevention Program.
- Oversee social work interns.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services and truancy prevention program practices.
- 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. Master's degree preferred in a related field of social work, counseling, psychology, education, or school administration.
2. Minimum of three (3) years of experience preferred in one or more of the following related fields working with children: related field social work, counseling, psychology, education, or school administration.
3. Demonstrates effective written and verbal communication skills.
4. Bilingual preferred.
5. Valid Florida driver's license.