

The Foundation for New Education Initiatives, Inc.

JOB DESCRIPTION | iAttend Attendance Data Specialist

CLASS TITLE: iAttend Attendance Data Specialist

PROGRAM: iAttend Truancy Prevention Program

STATUS: Contracted Employee | Grant

DATE: February 10, 2017

SALARY: \$30,291.00 (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 TIP Data Specialist will be responsible for monitoring the daily progress of student’s attendance at participating schools, and perform all data entry functions in order to maintain databases and spreadsheets.

II. JOB RESPONSIBILITIES/TASKS

- Monitor student attendance at each of the participating schools.
- Identify students who meet the criteria for a Truancy Child Study Team meeting via electronic reports, and schedule Truancy Child Study Team Meeting.
- Prepare Truancy Child Study Team meeting notifications to parents/guardians and send for delivery.
- Monitor Truancy Child Study Team meeting results from the database, and prepare locates for those students whose parents/guardians did not attend a meeting.
- Enter participant information into the Children’s Trust database.
- Attend all required Children’s Trust trainings, and other trainings.
- Enter weekly activity logs provided by the iAttend Attendance Interventionist.
- Prepare weekly, monthly, and quarterly reports on the progress of the iAttend Truancy Prevention Program.

- Monitor the iAttend Truancy Prevention Program grant databases to ensure that deliverables are being adhered to.

- Perform clerical activities (i.e. answer telephone calls, prepare data reports, data entry, file, etc...)
- Understand and is well versed in Microsoft Word, Microsoft Outlook, Microsoft Power Point and Microsoft EXCEL.
- Adhere to all school board policies and procedures.
- Performs all other duties as assigned and related to the iAttend Truancy Prevention Program.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and skills in the use of Microsoft Office applications such as Word, Excel, Outlook, and Power Point.

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. Minimum of a high school degree required.
2. Experience working with Microsoft Word, Excel, Outlook, and Power Point preferred.
3. Demonstrates effective written and verbal communication skills
4. Bilingual preferred.
5. Valid Florida driver's license.