

JOB TITLE	DEPARTMENT	REPORTS TO
Placement Review and Truancy Prevention Specialist (Partially Grant Funded)	Office of Teaching and Learning	Director of Alternative Education

Position No: 61130	Length of Work Year: 12 Months
Salary Schedule: C21	Date Approved: 8/26/03
FSLA: Non-exempt	Date Revised: 7/9/20

JOB GOAL
To facilitate the expulsion hearing process. Acts as a liaison between school, home, community, and juvenile justice system to provide truancy prevention/intervention services to students classified as Neglected and Delinquent.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. A minimum of three (3) years of secretarial and/or clerical work with some administrative support responsibility or an equivalent combination of training and experience. 3. Knowledge of office practices, procedures, and management as well as grammar, spelling, business English and mathematics. 4. General office skills, word processing and data entry proficiency tests. 5. T.A.B.E. test or successful completion of one (1) year of college work. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To prepare schedules/timelines for submission of student expulsion packets and for weekly meetings of the Placement Review Committee and to notify the schools, executive (zone) director and committee members. 2. To review all expulsion packets for compliance and to maintain a complete set of files for each student so recommended. 3. To prepare all written communications required by the process including proper notification of expulsion recommendations, stipulated agreements, and notices of hearing before the hearing officer. 4. To develop and maintain an extensive database of all recommendations presented to the Placement Review Committee and corresponding follow-up components. 5. To coordinate and schedule hearings with the Hearing Officer (dates, times, and locations), to set up recording equipment for the hearing proceedings, and to prepare packets for parents, School Board and attorneys. 6. To schedule final order reviews before the School Board and acquire supporting information from collaborating partners, having acquired all necessary signatures for documentation. 7. To provide on-going training to school staff in expulsion procedures. 8. To respond to calls from parents, school staff, and attorneys relating to procedures and individual student concerns. 9. To review appropriate court dispositions and record matches to any felony suspensions in the district, and to complete appropriate data entry to the mainframe for state expulsion codes. 10. To track the movement of student cumulative files requested from the schools in the expulsion process. 11. To monitor movement of students from N&D sites back to zone or alternative schools and address any barriers to encourage daily attendance. 12. To utilize and integrate assigned technology to monitor student attendance and maintains required documentation of interventions utilized.

13. To meet with civic organizations, social service organizations, Department of Juvenile Justice, local law enforcement, and other appropriate organizations or individuals to coordinate services.
14. To make appropriate home and school visits.
15. To prepare reports from the attendance and placement review databases annually and as needed.
16. To perform assigned tasks in a timely and efficient manner.
17. To perform assigned tasks with a high standard of quality.
18. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.