



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Teen Parent and Truancy Prevention Specialist (Partially Grant Funded)	Alternative Education	Director of Alternative Education

<b>Position No:</b> 91032	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> P01	<b>Date Approved:</b> 8/12/08
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 5/19/14; 7/9/20

<b>JOB GOAL</b>
To develop and monitor the daily operating procedures for the Lucie Adolescent Parenting Program (LAPP). Acts as a liaison between school, home, community, and juvenile justice system to provide truancy prevention/intervention services to teen parents and other students classified as Neglected and Delinquent.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Administrator Credential Certificate.</li> <li>3. Florida Child Care Professional Credential (FCCPC).</li> <li>4. Forty (40) hours of HRS mandated coursework.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To interact with parents and children to maintain personalized child-care satisfaction.</li> <li>2. To teach parenting courses to all student parents.</li> <li>3. To inspect the school for quality assurance.</li> <li>4. To train, develop, and retain quality school staff.</li> <li>5. To comply with state local social services and other regulatory agency rules.</li> <li>6. To maintain records that pertain to the administration of the childcare center in accordance with applicable federal, state, and local laws.</li> <li>7. To recruit and retain student parents and maintain a wait list as needed.</li> <li>8. To familiarize parents of newly enrolled children with the center's policies and procedures.</li> <li>9. To promote and actively seek community support.</li> <li>10. To monitor student attendance, behavior, and academic performance for all LAPP students. and to monitor the movement of students from N&amp;D sites back to zone or alternative schools and address any barriers to encourage daily attendance.</li> <li>11. To utilize and integrate assigned technology to monitor student attendance and maintains required documentation of interventions utilized.</li> <li>12. To meet with civic organizations, social service organizations, Department of Juvenile Justice, local law enforcement, and other appropriate organizations or individuals to coordinate services.</li> <li>13. To make appropriate home and school visits.</li> <li>14. To prepare reports from the attendance and placement review databases annually and as needed.</li> <li>15. To attend appropriate conferences, seminars, and workshops.</li> <li>16. To perform assigned tasks in a timely and efficient manner.</li> <li>17. To perform assigned task with a high standard of quality.</li> <li>18. To perform other duties as assigned by the supervisor.</li> </ol>

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 0 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.