

## School/Court Liaison

Reports to: Superintendent

FLSA Status: Non-exempt

### SUMMARY:

The School /Court Liaison is responsible for providing services to assigned schools in the investigation and counseling of students with excessive attendance problems. Position enforces the provisions of the Code of Virginia attendance Law; institutes legal proceedings; and presents case information to court services. Position assesses students and families; interprets attendance policies; works as a team member to develop prevention/intervention strategies; provides case management; monitors student progress; and makes referrals.

### ESSENTIAL FUNCTIONS:

- Interprets the Virginia State Code, court rulings, and the Students Rights and Responsibilities Handbook relating to student attendance issues.
- Gathers and reviews attendance data to identify students who are excessively truant.
- Assesses students with attendance problems and makes home visits to assess the family environment.
- Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance.
- Implements case management services (including individual counseling); monitors student/family progress; and makes referrals to other professional staff members or community agencies as needed.
- Serves as a liaison between assigned schools and such agencies as social services, court services, and the police department regarding student truancy.
- Monitors areas in the community where non-attending students are reported to congregate during school hours and takes appropriate action by executing enforcement steps.
- Initiates legal proceedings to enforce compulsory attendance laws; prepares information for formal hearings/court cases; and represents the school division at court interagency staffing and in the courtroom.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
- Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at assigned schools regarding attendance programs, interpretation of attendance policies/laws, and recordkeeping requirements.

JOB DESCRIPTION  
Scott County Schools

- Assists with implementing truancy prevention programs for assigned schools and recommends strategies to support and improve regular school attendance (i.e.: incentives, peer groups, recognitions).
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Maintains status as Conservator of the Peace.
- Models nondiscriminatory practices in all activities.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies, and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret/communicate school attendance law and provide support activities for students and their families. Must be able to work with minimal daily supervision. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

EDUCATION AND EXPERIENCE:

Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

EVALUATION:

Will be evaluated annually on the ability and effectiveness to carry out the above responsibilities as outlined.