SCOPE OF RESPONSIBILITIES
Enforces mandated statutory and local regulatory provisions of the compulsory school attendance law and to be with JCPS representative to local school in coordinating the maintenance of pupil census. The social service delivery system to students is also an objective. Constant involvement with agency personnel, court workers and the community is required. Requires no direct supervision of others.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Enforces compulsory attendance and laws in each attendance District
Serves as liaison between the school and the parent, the courts, community agencies, and police authorities and works with local school staffs to enforce attendance laws and policies
Visits the homes of students to confer with parents
Helps identify individual pupils in need of action by health officials and/or social agencies
Works with local school administrators in identifying and counseling potential school dropouts
Participates in individual or group counseling sessions, case conferences, initiates petitions and prepares cases for formal hearing in juvenile court
Serves a full-time school district representative involved in district court cases concerning truancy, requests for pupil records, custody cases, lawsuits involving children, etc.
Maintains the District’s records of attendance and student accounting, determination of tuition-paying status, identification and enforcement of boundaries, and the like
Supervises school census and enforces compulsory attendance laws for private and parochial schools
Makes referrals for work permits and investigates working hours and conditions for students, as prescribed by law
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Master's Degree in education plus 15 hours in an approved program (specific endorsement for Director Pupil Personnel)
Three (3) years of classroom experience
Knowledge and experience in working with community law enforcement officers, court personnel, and social agencies
Effective communication skills
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<th>DESIRABLE QUALIFICATIONS</th>
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<td>Certification and experience in guidance and counseling or social work</td>
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<td>Experience in a diverse workplace</td>
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