

**PERSONNEL**

Truancy Intervention Officer

**DEFINITION**

The job of Truancy Intervention Officer - SARB is done for the purpose/s of providing intervention to students who exhibit truancy-related issues. The Truancy Intervention Officer will work cooperatively with staff, the probation department, law enforcement, juvenile court, school districts, and other agencies to effectively intervene and redirect youth towards positive school attendance and towards a healthy lifestyle. Areas of intervention may include, but not be limited to truancy, substance abuse, gang involvement, delinquency behaviors, dysfunctional family issues, and anger management.

**Essential Functions:**

- Assists school staff for the purpose of providing supervision and analyzing unsafe situations.
- Attends meetings for the purpose of providing input at local School Attendance Review Board (SARB) meetings and with other youth-based programs.
- Collects data for the purpose of analyzing and developing recommendations for program improvement.
- Communicates regularly with school staff for the purpose of establishing cooperative and innovative approaches to solve truancy, delinquency, and gang violence issues.
- Completes reports for the purpose of evaluating intervention attempts for truants and students with delinquent behaviors.
- Coordinates with law enforcement agencies for the purpose of collecting and disseminating information pertaining to truancy, delinquency, and gang violence.
- Establishes conferences for the purpose of problem-solving attendance, discipline, and gang-related issues and redirecting youth towards regular attendance and positive behavior.
- Fosters communication for the purpose of establishing positive relationships between parents, students, staff and others.
- Makes home visits with parents and students for the purpose of checking on truant students and gaining parental support in students' educational and social development.
- Organizes presentations for the purpose of presenting intervention activities in a classroom setting.
- Provides guidance for the purpose of redirecting youth away from gang involvement and/or delinquent behaviors.
- Provides intervention for the purpose of redirecting youth towards positive school attendance.

**DESIRABLE QUALIFICATIONS**

**Skills to:**

Communicate well in English; communicate with high-risk students; problem-solve; organize and plan; Resolve conflicts.

**Knowledge of:**

Intervention programs or strategies effective with at risk youth; intervention programs or strategies effective with drug/alcohol-involved youth; intervention programs or strategies effective with truants; anger management strategies; Gang involvement trends;

**Ability to:**

provide direct intervention service to high-risk youth involved in gangs and/or substance abuse; provide consultative assistance to school staff; communicate with parents of truant, delinquent, and at risk youth; coordinate with law enforcement and other support agencies; develop innovative strategies to curtail truancy and gang involvement; react calmly and quickly in an emergency situation; observe situations analytically and make recommendations; represent program at various networking meetings.

- |               |                        |                  |                        |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- 1.   2   a. Ability to sit for extended periods of time.
- 2.   4   b. Ability to stand for extended periods of time and ascend and descend steps.
- 3.   3   c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4.
- 5.   4   d. Ability to hear and understand speech at normal levels.
- 6.   4   e. Ability to communicate so others will be able to clearly understand a normal
- 7. conversation.
- 8.   4   f. Ability to bend and twist, kneel and stoop.
- 9.   3   g. Ability to lift 50lbs.
- 10.   3   h. Ability to carry 50 lbs.
- 11.   4   i. Ability to reach all directions.

**Responsibilities include:**

Working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Experience Required:**

Job-related experience is required. Criminal Justice back ground

**Education Required:**

Community College and/or Vocational School degree with study in job-related area. BA preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

Valid California driver's license and proof of automobile insurance. Department of Justice and FBI Fingerprint Response.