PROFESSIONAL JOB POSTING

Position: Clay County Schools Contracted Truancy Diversion Specialist (grant position)

Job Description: Serve as a Truancy Diversion Specialist with the skills necessary to coordinate a quality Truancy Diversion Program:

- Fulfill the duties of grant director for the Truancy Diversion Grant and oversee grant activities, compile data and complete reports as required by the grant.
- Work with the Clay County Schools Attendance Director and CCS personnel to promote student attendance and improve the graduation rate.
- Review truancy referrals made to the Circuit Court and/or Prosecutor as needed.
- Collaborate with DHHR and the court system to address chronic student absentee issues.
- Monitor student attendance and work with school SAT teams to develop student attendance plans.
- Provide follow up contact and/or home visits with the student and the family as appropriate to promote improved student attendance.
- Monitor conferences with students designed to assist the student with problem solving skills and identification of reasons for attendance problems.
- Organize intervention options which may include referral to DHHR and/or other community agencies for services.
- Actively pursue partnerships with local community agencies.
- Work with WVDE transition specialists to follow re-entry of students from placement.
- Submit annual report detailing the progress and outcomes of the Truancy Diversion Program.

Terms of Employment: Approximately 115 Day Contract for the remainder of the 2016-2017 school year and the 2017-2018 school year dependent on the grant funding.

Qualifications: Certified Teacher with experience in providing the services described in the job responsibilities at the K-12 school levels and

1. Excellent communication skills, both written and oral with a demonstrated capacity to collaborate with multiple stakeholders and managers.
2. Strong organizational skills.
3. Skills in using technology, software applications and internet for personal productivity, presentation and instruction.
4. Experience with truancy prevention and intervention techniques.
5. Ability to work with flexibility allowing for continually assessing the program and implementing change if necessary.
6. Demonstrated experience in analysis and planning with ability to analyze and anticipate situations, define problems and objectives, recognize alternative and formulate solutions.
7. Ability to exercise good judgment and discretion in handling confidential materials and matters.
8. Ability to plan activities such as community meetings, and trainings.
9. Is ethical and demonstrates good work ethics with the ability to work accurately and independently.
10. Can provide effective professional development based on the needs of the staff and students.
11. Ability to ensure compliance to applicable laws, guidelines, policies, procedures and practices.
12. Ability to work effectively as a member of a team and establish and maintain cooperative working relationships with diverse groups of school staff, students, families, community partners, and legal staff.

Compensation: Based on qualifications and experience

Date of Posting: March 6, 2017 – March 10, 2017

Apply in writing to Mr. Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 P.M. on Friday, March 10, 2017. If mailing or faxing bid, please contact the central office to confirm receipt of bid.

For additional information, please contact Joe Paxton at 587-4266 to discuss times and dates you are available for an interview.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, sex, national origin, physical handicap, or age.