

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST, Full Service School Outreach Worker--Intake

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Bachelor's Degree in Education or Criminal Justice preferred.
- Knowledge of Social Agencies relating to community service, housing, family relations, wellness, child development, nutrition, and schools.
- Experience with adolescents in an educational or law enforcement setting.
- Knowledge of computer applications as related to specific job duties.

**REPORTS TO** Facilitator, Full Service Schools

**SUPERVISES** No supervisory duties

### POSITION GOAL

***To provide the link between Seminole Truancy Alternatives for Youth (S.T.A.Y.) Center, schools and families.***

### PERFORMANCE RESPONSIBILITIES

1. \* In cooperation with the Full Service Schools Project Facilitator, will serve as liaison and communicate the services and programs available for children and families that have been coordinated with school and district programs at the designated Full Service School S.T.A.Y. center.
2. \* Assist in supervising students that are processed into the truancy center.
3. \* Work in cooperation with existing school and social services in order to meet the needs of students and families.
4. \* Provide follow-up to families receiving services to insure that services have been properly understood and used.
5. \* Work in cooperation with student services providing assistance to students and/or families regarding school attendance related problems and improving home situations.
6. \* Receive phone calls from law enforcement who detain truants on the street.
7. \* Retrieve student demographic data from computer.
8. \* Assist in receiving students referred to S.T.A.Y. and compile student profile data.
9. \* Determine if students are legally absent from school and provide this information to the appropriate personnel.
10. \* Assist in the follow-up, with appropriate school personnel, of students processed into the truancy center.
11. \* Maintain professional awareness of regulations regarding child welfare as well as knowledge of attendance policies and procedures.
12. \* Perform routine tasks involving data collection, and parent and school communication.
13. Perform other duties as assigned by the Facilitator, Full Service Schools.

*\*Denotes essential job function/ADA*

**+ This is a grant position and is renewable on a year to year basis. At the completion of the grant, the District will be under no obligation to continue this position.**

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**C-C2 \$24,252 - \$43,066**  
 M-10 D-196 H-1470.0

**POSITION CODES**

PeopleSoft Position **TBA**  
 Personnel Category **13**  
 EEO-5 Line **48**

Function **6300**  
 Survey Code **51114**  
 Job Code **1993**

**ADA CODES**

**2 Sedentary Work**  
**3 A- C / P / S - V**  
**4 Indoor Work**

**BOARD APPROVED**

**August 22, 2000**