

Recovery School District Job Description

Job Title: Juvenile Court Liaison (Multiple Pathways)

Reports to: OSM-Director of Student Support Services

Job Responsibilities:

1. Acts as point person for all truancy summons issued.
2. Acts as liaison between municipal and juvenile courts and school site professionals.
3. Gathers pertinent data and provides data from schools to judges or other court staff.
4. Attends court to assist in making appropriate recommendations.
5. Assists court personnel in establishing a system of follow-up for cases.
6. Attends FINS conferences.
7. Confers with judges, FINS intake officers, and school site personnel regarding policies and procedures related to court-school linked work.
8. Monitors student attendance; files truancy charges as required.
9. Serves on the district's discipline committee; reviews and recommends changes in the district's discipline code as appropriate.
10. Responds to staff, parent and student concerns on a variety of issues, including but not limited to disruptions, fights, alcohol /drug/ weapon possession, etc.
11. Assists in coordinating and/or providing leadership of various academic, extracurricular and/or parent/community support programs as assigned.
12. Receives and responds to inquiries, concerns and complaints from teachers, other staff, students and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.
13. Participates in efforts to build or enhance community support of school programs and projects; attends and participates in community meetings as appropriate.
14. Attends staff and other district meetings as necessary.
15. Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.
16. Compiles data for and prepares various records and reports as are required by law, and administrative directives, which may include budget documents, purchase orders, performance evaluations, statistical reports, grant reports, incident reports, program status reports, and other records, reports, memos, correspondence, etc.
17. Interacts and communicates with various groups and individuals such as the principal, Superintendent, professional peers, instructional staff, subordinates, other district administrators and staff, various committees, various government and community agencies, students, parents, volunteers, vendors, sales representatives, law enforcement officers, attorneys, and the general public.
18. Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.
19. Performs other duties as required.

Minimum Qualifications:

1. Master's degree required.
2. Louisiana certification in School Social Work or Child Welfare and Attendance.
3. Three years of relevant experience.
4. Experience working with students with emotional disabilities and writing and implementing individualized behavior plans.
5. Experience working with students in alternative settings.
6. Demonstrated effective interpersonal skills and experience in facilitating groups.
7. Experience in adult learning and planning appropriate staff development.

Knowledge, Skills and Abilities:

1. Mediation strategies/skills and critical thinking and problem solving skills.
2. Basic computer skills including Word and Excel.
3. Familiarity with student data management system.

