



Karnes County Job Description

Attendance Specialist

Department	Juvenile Probation	FLSA Status	Non-Exempt
Reports To	JPO/Office Manager	EEO Classification	
Salary	\$37,800 (Annual)	Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

To service Karnes/Wilson Juvenile Probation Department in the role as an Attendance Specialist to support schools with intervention measures prior to filing on a student in Truancy Court. To provide oversight of all truancy referrals, complete outreach to increase youth participation and ensure truant youth are referred to all appropriate services to reduce barriers to school attendance and chronic absenteeism.

Working Conditions

- A. Salary: Salary commensurate with formal preparation, experience and agency's funding status. Fringe benefits outlined in the organization's personnel handbook.
- B. Hours: Position is based on school calendar of students supervising with attendance issues. A minimum of 16 hours per week in June-August is required unless otherwise instructed.
- C. Office Base: Determined at time of employment
- D. Supervision: Responsible to management.

ESSENTIAL FUNCTIONS

Job Function

- Establish relationships with the school districts to assist in improving the attendance of students age 6-17 years of age.
- Receive referrals, complete intakes, assist in finding the resource(s) to manage their conditions (including any mental health treatment referrals), closeout cases in proper fashion, notify sending agency or refer back to sending agency for non-compliance.
- Attempt weekly contacts with children and families to ensure their presence at school whether it be at home or school.
- Participate in truancy court as necessary.
- Participate as a team member with other Attendance Specialist to assist with truancy referrals as needed, and in individual group, and family truancy counseling and mentoring in Karnes and Wilson County for truant and chronically absent youth.
- The Attendance Specialist will be trained in curriculum to address truant youth and their families to



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reduce truancy and progression in the juvenile justice system.

- Develop relationships with Justice and Municipal Judges so that they are aware of Department truancy program and may order offenders to participate.
- Refer Juveniles and/or family members to the necessary services as deemed appropriate through investigation and supervision of the family.
- Uphold positive public relations.
- Communicate with co-workers, and assist co-workers as needed.
- Abide by departmental rules and guidelines as an employee of Karnes County as well as abide by and practice TJJJ Code of Ethics and standards as an employee working in a juvenile probation department.
- Participate and cooperate with in-house Department programs.
- Attain TJJJ Community Activities Officer (CAO) Certification
- Receive TJJJ approved Physical Restraint Certification
- Assume other duties and responsibilities designated by the Chief and/or Designee.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High School Diploma or GED 	<ul style="list-style-type: none"> • Prefer experience working with children and families and/or higher education in the courtroom workgroup or education. 	<ul style="list-style-type: none"> • Valid driver's license 	<ul style="list-style-type: none"> • Good moral character with clear background check. • Drug Test • No disqualifying criminal history or background check as described in the 37 TAC 344.000 	<ul style="list-style-type: none"> • Must be able to accept supervision, provide program services, follow procedures, and accurately and efficiently update record keeping system. • Knowledge of Texas Juvenile Justice Department (TJJJ) standards. • Must be able to prepare



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				<p>reports on program activities to inform management of program accomplishments, issues, and problems.</p> <ul style="list-style-type: none">• Must be adaptable to change and available for flexible scheduling
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Special (Additional) Notes

Position will be located in Floresville, Texas.