



Job Postings for Schools for part-time or EC

Employer Information

Job Title: Truancy Court Representative (Per Diem)	Date of Request: 6-13-18
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Job Summary

The Truancy Court Representative is the link between the School District and Family Court, for information, resources, and interpretation of the School District records for truancy cases. Court review cases going into Truancy Court for accuracy and completeness; research additional information when necessary through the computer or direct contact with schools and provides feedback to respective schools on each case; presents cases in court; and performs related work as required.

Essential Functions

- Excellent oral and written communication skills.
- Thorough knowledge of current social, educational, and economic issues that relate to truancy.
- Thorough knowledge of the PA School Code on compulsory attendance, The School District of Philadelphia’s attendance policy (Policy 204), the District’s student attendance and child accounting procedures as well as how RtII relates to the student.
- Thorough knowledge of the Court of Common Pleas, Family Court Division, and the Department of Human Services (DHS) prevention services.
- Knowledge of related School District policies, procedures, and programs, including but not limited to, special education, student enrollment and transfers, transportation, homebound and homeless services.
- Knowledge of the role and standards for DHS truancy providers.
- Knowledge of the District’s student information systems.
- Knowledge of community-based agencies and resources available to children and families.
- Ability to interpret, prepare, write, and present concise case reports.
- Ability to accurately follow court proceedings and administrative directives.
- Ability to establish and maintain effective collaborative relationships.

Minimum Requirements

1. Completion of a Bachelor’s degree from an accredited college or university.
2. Two years of full-time paid professional experience in an education, social work, or a juvenile justice setting, which has involved working with a school-age population in an urban setting.

Specific Criteria

- Must have regular access to a safe, reliable vehicle as travel is required.
- Ability to utilize the School District’s School Computer Network, Student Information Systems, and ScholarChip systems.
- **Candidates must present current (up-to-date) PA Criminal History Check, PA Child Abuse Clearance, FBI Fingerprint Clearance at the time of interview.**
- **Medical Form (Physical), TB Test, Transcripts, Act 126 and Act 168 must be completed by the start date.**

School: N/A				Region: N/A			
Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	8:30 – 1:30	8:30 – 1:30	8:30 – 1:30	8:30 – 1:30	8:30 – 1:30		
Hourly Rate: \$15.50, 25 hours a week				Benefits:			Yes X No
Start date: 9/10/18				End date: 6/28/19			
Office Requesting Announcement: Attendance & Truancy							
Application Procedure							
<p>Qualified candidates with current clearances (Finger Printing (FBI), PA State Police, PA Child Abuse Clearance, Act 126 and Act 168) should send a resume to attendanceandtruancy@philasd.org. All other Documents must be received by close of business on Friday, August 25, 2018.</p>							
Contact Name: Office of Attendance and Truancy							
Contact Phone: 215-400-4220				Email: attendanceandtruancy@philasd.org			
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