



**Job Postings for Schools for part-time or EC**

**Employer Information**

<b>Job Title: Truancy Court Representative (Per Diem)</b>	<b>Date of Request: 8/1/21</b>
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**Job Summary**

The Truancy Court Representative represents the School District in Regional Truancy Court by providing information, resources, and interpretation of School District policies and procedures. The Truancy Court Representative reviews student attendance data for accuracy and prepares the information to present at scheduled Truancy Court appearances. Additionally, they may research pertinent information when necessary. The Truancy Court Representative may have direct contact with other School District personnel and community stakeholders and performs related work.

**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 (ACT 138), The School District of Philadelphia’s attendance policy (Policy 204), the District’s student attendance and child accounting procedures as well as how RtII/MTSS relates to the student.
- Thorough knowledge of the Court of Common Pleas, Family Court Division, and the Department of Human Services (DHS) prevention services through The Office of Children and Families (OCF).
- 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 enter data as necessary.
- 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, juvenile justice setting or court, 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.
- Must have knowledge and ability to use computers and related technology efficiently.
- **Candidates must present current (current) 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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Start date: August 31 , 2021				End date: June 30, 2022			
Office Requesting Announcement: Attendance & Truancy							
<b>Application Procedure</b>							
<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 <a href="mailto:attendanceandtruancy@philasd.org">attendanceandtruancy@philasd.org</a>.</p>							
Contact Name: Office of Attendance and Truancy							
Contact Phone: 215-400-4830				Email: attendanceandtruancy@philasd.org			
<b>This form is for the School District of Philadelphia USE ONLY</b>							