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**TASC (Truancy Service Assessment Center) Director**

**JOB DESCRIPTION**

**Position Title:** TASC Director

**Immediate Supervisor:** Executive Director

**Work Schedule:** Full time

**Benefits:** Employee Health/Dental/Vision insurance and retirement plan

**DESCRIPTION:** This position supervises the operations and management of the TASC program and helps to facilitate the implementation of TASC by providing monitoring and educational services to clients in the TASC program. This role includes building collaborative relationships with the Caddo Parish school system administrator and teachers, law enforcement, and other community partners.

**JOB Responsibilities include, but are not limited to, the following:**

* Must promote a positive/professional attitude to all Volunteer for Youth Justice employees, volunteers, and business partners.
* Helps develop program policies, protocols, and service offerings for TASC program.
* Meets with school administrators, teachers, and clerks to educate staff on TASC policies & procedures and offers training as needed.
* Coordinates training and efforts including continuing education opportunities for all TASC staff.
* Directly supervises Attendance Specialists and Program Assistant in performing the duties specified by their roles, including training and monitoring of cases.
* Monitors database for quality case management and pulls monthly, quarterly, and annual data for the TASC program.
* Ensures program quality through definable program outcome measurements and objectives.
* Provides the TASC community partners with quarterly reports on TASC program operations including information that will facilitate interagency cooperation and support of the program and continuum of service and sanction provisions.
* Represents the TASC initiative/program at interagency meetings and public events.
* Assists in the development of and execution of public awareness to inform the general public and local media the purpose and operation of the program and the role of the interagency partnership.
* Acts as a primary liaison with school principals and school system administration
* Provides any and all services required to assure the program’s viability and effectiveness in meeting the purpose stated in the TASC plan and provided for in the state legislation.
* Coordinates with other agencies within Volunteers for Youth Justice to ensure appropriate resources are offered to TASC families.

**Qualifications:**

1. A bachelor’s or master’s degree in social service-related field, criminal justice, or education or equivalent combination of education and experience in working with children and families.
2. Must possess strong verbal and written communication skills and be able to effectively provide positive leadership skills to TASC staff members.
3. Knowledge and understanding of issues and dynamics within education systems, as related to families and children in crisis.
4. Must collaborate positively and build strong relationships with school personnel and outside agencies.