

**SCHOOL RESOURCE CENTER  
TASC ATTENDANCE SPECIALIST  
JOB DESCRIPTION**

**Position Title:** TASC Attendance Specialist

**Program/Department:** School Resource Center

**Immediate Supervisor:** School Resource Center Coordinator

**Work Schedule:** Hours are 7:00am-3:00pm (work calendar begins 2 weeks prior to teacher first day and goes through end of May) Follow VYJ Holiday Schedule with Fall Break and Spring Break included

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

**JOB DESCRIPTION:**

Duties may include, but are not limited to the following:

**Responsibilities:**

- Demonstrate a positive and professional demeanor when interacting with Volunteers for Youth Justice (VYJ) employees, volunteers, and business partners.
- Consistently monitor and respond to the VYJ assigned email account, and keep an updated Google calendar to manage appointments and deadlines effectively.
- Ensure thorough case management by tracking and updating case-related notes in the database for students and families served.
- Be accountable for managing client-related paperwork, such as files, reports, evaluations, and other required forms. Additionally, take responsibility for technical equipment (e.g., computer, laptop, iPad, printer, and scanner) assigned for use.
- Willing to work closely with assigned school administration and staff to support initiatives aimed at improving attendance and student engagement.
- Work daily on-site at the assigned campus to support the efforts of the Care Response Team, directly assisting students experiencing dysregulated behaviors.
- Complete TBRI® 24-hour caregiver training upon hire. Engage in ongoing staff development opportunities to deepen knowledge of TBRI® principles and enhance leadership and communication skills.
- Gather and report statistical information on clients within your caseload as requested for reporting and analysis purposes.

**Duties:**

- Follow the schedule outlined by the Principal, providing support during morning carpool, lunchroom, recess, etc., and assist with behavior regulation strategies for children on campus as needed.
- Receive TASC referrals from the assigned school, screen referrals, initiate contact with families, and provide comprehensive case management services to all clients on your caseload.
- Evaluate individual and family risk factors to develop a family service plan, making referrals to appropriate service providers as necessary.
- Utilize phone calls, emails, and other communication methods to monitor attendance and stay in contact with families, schools, and service providers.
- Meet with children and families on your caseload as needed to assess needs, offer guidance, education, and motivation, and address any challenges or barriers during the intervention process.
- Attend weekly Principal led Care Response Team meetings, providing feedback and updates on students of greatest concern.
- Participate in meetings with school administration, staff, and faculty as requested, offering insights and support.
- Meet and communicate regularly with the school attendance clerk to address attendance-related concerns.
- Work daily on-site at the assigned campus, assisting the attendance clerk, office staff, administration, and/or teachers to support students and families. Model restorative practices and TBRI® strategies to help the school address the needs of students and families with the greatest concerns.
- Attend school events as requested to support families and build strong relationships within the school community.
- Offer advocacy, information, resources, and referrals to families on your caseload to ensure they have access to necessary services.
- Prepare case summaries for court-related hearings as needed and participate in those hearings when required.

**QUALIFICATIONS:**

- A Bachelor's or Master's degree in education/criminal justice/social service-related field or equivalent combination of education and experience in the school system, school attendance, or early childhood or child development related fields.
- Must be proficient in Microsoft Office and use of Google Documents.
- Must be highly organized and be able to multitask and work proficiently to find resources for families.
- Possess excellent written and verbal communication skills.
- Must complete TBRI® Intro and Overview training, Restorative Practices training and Community Resiliency training upon hire.