



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 096-19

OPENING DATE: 05/31/2019

CLOSING DATE: 06/13/2019

POSITION: Truancy Coordinator
PAY GRADE: NE6 (\$12.70/ph to \$14.92/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Truancy
REPORTS TO: Truancy Program Manager
BACKGROUND LEVEL: Child Care

POSTED: **WITHIN:**

JOB PURPOSE:

Works cooperatively with the Pueblo of Isleta community, school districts, law enforcement, Tribal Court, Isleta Social Services, Isleta Behavioral Health Services and other agencies to effectively intervene and redirect youth towards positive school attendance and deterrence of juvenile crime and truancy. Areas of intervention may include but are not limited to truancy, substance abuse, gang involvement, delinquency behaviors, dysfunctional family issues and anger management. Ensure that parents and students are aware of services that are available to meet their specific need.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides intervention for the purpose of redirecting youth towards positive school attendance by scheduling meetings to provide remedial academic services and address student attendance thru student's school.
- Assists school staff by being called out as a first responder to provide supervision and analysis of unsafe situations due to hostile environments.
- Monitors students with poor attendance and academics by collecting weekly attendance and progress reports of all Isleta students in the Los Lunas School District (15 schools).
- Monitors students with poor attendance and academics by collecting weekly attendance and progress reports of all Isleta students who attend the Native American Community Academy.

- Monitors students with poor attendance and academics by collecting weekly attendance and progress reports of all Isleta students who attend Albuquerque School District (approximately 20 schools).
- Monitors students with poor attendance and academics by collecting weekly attendance and progress reports of all Isleta students who attend Isleta Elementary School.
- Be familiar with all attendance policies for all schools at monitored school districts.
- Prepare and file legal documentation with the Isleta Tribal Court for further action upon determining that student's absences are excessive and students are non-compliant by filing a Truancy Petition, Child in Need of Services Petition, Family in Need of Services Petition or collateral sent to Tribal Prosecutor to proceed with criminal charges. Make recommendations to Tribal Court to ensure that students receive specific services to help meet individual needs.
- Maintain files and attend court proceedings for truancy cases, update administrative staff upon outcome of cases.
- Makes written referrals to appropriate resource programs for children and families in need of services such as, Isleta Behavioral Health, Isleta Social Services, Department of Education, Isleta Health Center, Valencia County Juvenile Probation, Valencia County Retention and Assessment Center and other appropriate services.
- Attend Preliminary Inquiries for youth adjudicated outside of the Pueblo of Isleta once a month.
- Develop and implement student plan/case management plan/truancy/academic contracts to rectify the problems of continued absences and delinquent behavior. Work closely and coordinate meetings with service providers, administrators, counselors and teachers to ensure implementation of any plan/contract is being adhered to.
- Assist in the Building Intervention Committee for special education students. Help develop, address and monitor student's Individual Educational Plan. Actively advocate for special education students in which disciplinary actions will be addressed at a manifestation hearing.
- Evaluates a student's educational needs by researching an appropriate educational setting such as charter schools, trade schools, credit recovery programs, G.E.D. and home-schooling.
- Makes home visits with parents and students for the purpose of monitoring truant students and also to gain parental support in students educational and social development.
- Transports students to and from school and other appointments if transportation is not available for the student.
- Attend weekly Truancy Administrative Court hearings held at Los Lunas Magistrate Court to address truancy amongst Isleta students as a collaborative effort with Los Lunas Schools.
- Assists families in coordinating, implementing and monitoring of Home Schooling compliance by requiring a daily schedule, weekly schedule, student progress reports, subjects of study, student registration number with the State of New Mexico and the curriculum being used.

- Serves as an active member of various committees and boards such as, Truancy Task Force, Juvenile Justice Board and offer support to community events which take place throughout the year.
- Prepares and mails weekly notification letters to parents of students who have excessive unexcused absences in accordance to the Truancy database for all schools Isleta students attend.
- Completes intake reports for the purpose of intervention and prevention purposes.
- Monitors monthly perfect attendance for Isleta Elementary School students for distribution of quarterly incentives.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Three years working in a directly related field; or equivalent education and experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge and understanding of Tribal Law and Order Code for prosecution of 30-05-06 failure to send a child to school, federal, state and NM Compulsory School Attendance for purposes of enforcement.
- Knowledge of the Privacy and Confidentiality Act, Child Abuse and Neglect reporting Act and also the ability to maintain confidentiality.
- Knowledge of identifying the treatment of alcohol, drug abuse and gang involved youth and outreach services available.
- Knowledge of intervention programs or strategies effective in all areas of concern.
- Ability of coordinate with all service providers to monitor and effectively implement plan of action.
- Ability to work in a hostile work environment and use anger management strategies to react calmly and quickly in a crisis situation.
- Knowledge and understanding of the Isleta Pueblo culture, tradition and values to maintain positive relationships as well as respecting cultural sensitivities.
- Knowledge of conducting case management for children and adolescents who are truancy and/or high risk youth.
- Ability to work independently and meet strict deadlines.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands

WORK ENVIRONMENT

- Work is performed in a typical interior/office, outdoor or school environment.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect self and client.
- Noise level is usually moderate.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.