Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 12/17/2021

Attendance Case Manager

JobID: 7430

Position Type:
Additional Staff/Additional Staff

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Date Posted:
12/17/2021

Location:
KRESA/Juvenile Home School

Closing Date:
06/30/2022

Division:

KRESA Juvenile Home School

Position Type:

10-Month, Full Time
M- F; 7:15 am- 3:15 pm, 30 min lunch, 37.5 hours/ week

Responsibilities:
The Attendance Case Manager is responsible for monitoring all attendance cases referred to the KRESA District Truancy Officer by constituent schools, assist school personnel in employing best practices for attendance correction, meeting legal requirements and local rules, establishing an attendance improvement plan and ensuring that all plan elements are applied with fidelity.

· Must demonstrate KRESA's core values of Collaboration, Innovation, Compassion, Trustworthiness, and Respect in the work.
· Must be familiar with community resources and provide families with assistance in accessing needed resources.
· Works directly with school staff to prepare necessary documentation for a formal investigation to commence in a timely manner, and to make referrals to the Prosecuting Attorney as appropriate following the approval of the District Attendance Officer.
· Actively monitors and thoroughly documents the process that may include continuing pattern cases, which may be carried over from one school year to the next, and preparing petitions and complaints for the prosecutor and courts with the approval of the District Attendance Officer.
· Conducting staff training and public speaking to groups such as parent associations and

community partners, and other duties as coordinated with the District Attendance Officer
· Compiles county-wide and district level data on an ongoing basis to track the effectiveness of interventions and communicate with district level staff.
· Conducts their work in a way that is inclusive, values differences, and is in collaboration with the needs of the community and unique culture of each family and student.
· Regular and consistent attendance.
· Other duties as assigned.

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Qualifications:

Capable of exceptional customer service with local districts, even while coaching them for compliance with legal and procedural requirements and maintaining a sense of partnership and team effort for absenteeism correction. Capable of building and maintaining partnerships with community resources and institutions.
Previous experience in education, an educational service organization or a juvenile justice environment.
Requires the ability to effectively communicate in person, on the telephone, in writing and via e-mail. May often include traveling to local schools to work with staff, speaking to groups, and conducting in-person trainings.
Ability to meet deadlines, to concentrate and pay close attention to details, to organize, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner.
Must be passionate in changing the lives of youth and families through participation in educational opportunities.
The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Degree in Family Studies or a related field is desired or equivalent experience in an educational position involving social work, juvenile support agencies and restorative practices.
Proficiency in conversational Spanish desired.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, “Protected Classes”) or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the updated FMLA notice.

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