



.Job Title: Juvenile Court School Liaison
 Job Family: Non-Certified
 Pay Program: Administrative
 Job Code:
 Typical Work Year: 12 Months

SCOPE OF SERVICES: Provider agrees to retain a Juvenile Court School Liaison that will provide School – Based Supervision Services in the Dallas Center-Grimes and Woodward-Granger Community School Districts.

POPULATION TO BE SERVED: Students enrolled in the Dallas Center and Woodward-Granger Community School Districts who are placed on formal or informal supervision/probation and any other at-risk youth as referred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position manages student intervention/discipline services at the district level and supports staff responsible for oversight of district attendance, truancy prevention and intervention, and dropout prevention retrieval.

QUALIFICATIONS	Frequency	% of time
1. The ability to tactfully and efficiently communicate with others in person and in writing.	Daily	20%
2. The basic understanding and appreciation of human and social development.	Daily	20%
3. The ability to train and instruct others.	Daily	20%
4. Personal maturity to maintain composure under unusual stress or social interaction pressures.	Daily	20%
5. Ability to learn the operations of the Iowa Courts and Juvenile Justice System.	Daily	20%

EDUCATION AND RELATED WORK EXPERIENCE/QUALIFICATIONS:

- Bachelor’s Degree in Behavioral Sciences and Humanities preferred
- United States citizenship
- Must be a minimum age of 21
- No criminal record or founded child abuse reports
- A valid Iowa Driver’s License
- Proof of insurance
- No Serious driving violations

LICENSES, REGISTRATIONS, CERTIFICATIONS, OR TRAININGS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.
- The Juvenile Court School Liaison shall attend all assigned training sessions and the Annual Juvenile Court School Liaison Conference.

JUVENILE COURT SCHOOL LIAISON OBJECTIVES:

- Address and reduce referred student’s inappropriate behavior in school.
- Reduce the frequency of truancy by students.
- Assist the student, his/her family and the school by arranging for school/community based services.
- Assist in the identification of at-risk students.
- Serve as a resource for students or families that request assistance in school and/or family related problems.

- Assist in the development of appropriate programming resources to address the needs of at-risk youth.

The Juvenile Court School Liaison shall be responsible to perform all the daily tasks necessary to achieve these objections.

PERFORMACE EVALUATION:

- A performance evaluation shall be conducted at least annually by an appropriate office of the hiring organization with input from Juvenile Court Services and other appropriate entities.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Local School District Authorities	
	Local Juvenile Court Services for client referrals and information exchange.	
	District Chief Juvenile Court Officer for monthly statistical reports and other information as necessary.	
	The School-Based Services Agreement is for a period of 12 months. Therefore, the Juvenile Court School Liaison is expected to be performing duties assigned by Juvenile Court Services and the Dallas Center-Grimes and the Woodward-Granger Community School Districts during the summer break and all school holidays.	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands & arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			

Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	