

4. Make home visits for the purpose of gathering information for schools and provide assistance to families.
 - a. Truancy
 - b. Medical Records - Immunizations and Physicals
 - c. Recommendations for both parent and student for counseling
 - d. Medical problems at home
 - e. Economic assistance
 - f. Parents signature for special classes for students
 - g. Completion of social background and I.E.P. reviews
 - h. Schedule and/or notify parents of teacher conferences, sick students and suspensions
 - i. Follow-up on D.N.E. dropouts
 - j. To investigate situations and make recommendations as assigned
 - k. Transportation for both students and parents
 - l. Gather information for possible court action; accompany parents at request.
5. Judicial Liaison
 - a. Lutheran Ministry, staffing and counseling
 - b. H.R.S. "Children at Risk"
 - c. Judges' Monthly Meetings (Juvenile laws)
 - d. Family Resource committee
 - e. Rivendell Hospital Staffings
 - f. Eglin Social Action
6. Maintains an on-going dialogue with school administrators, guidance counselors, teachers and health services personnel regarding programs and services.
7. Provides service needed by the school; on site assignment to summer school.
8. Serve as the designated staff member to:
 - a. Notify, within 24 hours the child's school principal, classroom teacher of juveniles arrested for crimes of violence or violation of law which would be a felony if committed by an adult, upon receipt of such information from the Sheriff's Department and/or Police Department and provide such information to student services personnel, school resource officers, and the student's immediate classroom teachers. (S. 39.045(11), F.S.; S. 39.037(1)(b), F.S.; Rule 6AER94-3, FAC)
 - b. Be responsible for receiving juvenile arrest information and inform all parties.
 - c. Request juvenile criminal history information only for the purposes of assessment, placement or security of persons and property. (S. 39.045(5), F.S.)
 - d. Receive confidential criminal history information and inform law enforcement representatives of the names of those individuals responsible. (S. 39.045(5), F.S.)
 - e. Ensure that information obtained through the criminal history database and disseminated only to appropriate school personnel, carries an appropriate warning, regarding the reliability, confidentiality and control of further dissemination. Appropriate internal written policies will be adopted. (See #9 under "Each Party Agrees to:")
 - f. Share information on student achievement, behavioral and attendance history on juvenile offenders or juveniles at risk of becoming offenders for the purpose of assessment and treatment with parties to this agreement, as appropriate. (S. 39.056(1)(b)(c)(c), F.S.; S. 39.0585(b), F.S.)
 - g. Assist in the provision of youth services educational programs as appropriate.
 - h. Develop and implement procedures that should be taken when a child is identified as being truant from school.
 - i. Notify the law enforcement agency having jurisdiction when a student commits any of the following offenses on school property, on school sponsored transportation, or at school sponsored activities: Homicide; Sexual Battery; Armed Robbery; Aggravated Battery; Battery on a teacher or other school personnel; Kidnapping or abduction; Arson; Possession, use, or sale of any firearm; or possession, use, or sale of any explosive device; as specified in State Board Rule. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's right to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law. (Rule 6AER94-3, FAC.)
 - j. Notify the law enforcement agency having jurisdiction when an adult or a student commits an offense, though not listed above, the nature of which is such as to compromise school or community safety as deemed appropriate. These offenses include sale, use or possession of a controlled substance, and grand theft.
 - k. Participate on the Okaloosa County Juvenile Justice Council. (S. 39.025(5) F.S.)

1. Initiating, developing & implementing district wide training re: Juvenile Justice laws; conflict resolution & other topics deemed appropriate by school principal or district.
 - m. Monitors alternative educational placement for audit.
9. Abide by all policies of the Okaloosa County School Board.
 10. Perform other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation by the Program Director of ESE in accordance with the Master Contract, local policies, and state law.