

ALAMEDA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD WELFARE AND ATTENDANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Coordinator of Student Services and Alternative Programs, enforce District eligibility standards for attendance; conduct investigations to validate residence eligibility; schedule and provide agenda for Student Attendance Review Board (SARB) meetings and perform a variety of work related to the collection and documentation of designated student attendance at specific school sites daily.

ESSENTIAL/REPRESENTATIVE DUTIES:

Perform a variety of technical work related to the collection and documentation of designated student attendance; respond to specific recommendations or referrals obtained by attendance personnel, secretaries, counselors, psychologists and administrators at various school sites.

Regularly scheduled days at school sites; schedule appointments and meet with parents and other family members of students not attending school; interview individuals to determine problems for attendance and recommend modifications as necessary.

Communicate with social services personnel, law enforcement or other agencies for referral or other information; monitor student attendance and family compliance with contractual agreements with District or other legal agency.

Schedule appointments and meet with a variety of public and private social service agencies, such as the IMPACT, Alameda Homeless Shelter, Red Cross, Xanthos, Tri-High Health Center, Alameda Police Department and others; participate in investigation and data collection activities.

Conduct investigations to validate residence eligibility for specific students attending District schools; communicate with apartment and housing managers, Alameda Housing Authority, homeowners and others to obtain residence eligibility.

Schedule and provide agendas for SARB meetings; select families to participate in meetings; prepare and distribute notices of meetings and agenda packets; provides follow up as needed and refers to appropriate public agencies.

OTHER DUTIES:

Apply and explain department, program, District and school policies, procedures and rules. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local laws, rules and regulations relating to student attendance and transfers.

Effective community relations techniques and principles.
Record-keeping techniques.
Oral and written communication skills.
Policies and objectives of assigned program and activities.
Technical aspects of field of specialty.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.

ABILITY TO:

Interact positively with peers, public and students.
Operate a computer in a Windows/Mac environment.
Perform technical duties relating to student attendance.
Prepare and maintain accurate attendance-related reports.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Operate a computer to enter data, maintain records and generate reports.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Learn, apply and explain current department policies and programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in social sciences or related field and two years of responsible experience in the area of student attendance.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Lifting and carrying moderately heavy objects.
Walking and climbing stairs.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Bending at the waist, kneeling or crouching.

HAZARDS:

Contact with dissatisfied or abusive individuals.