

### **BRIEF DESCRIPTION OF POSITION**

Under the direction of the Assistant Principal, provides assistance, information, and advice to students and parents and/or legal guardian to promote and improve student attendance; maintains communication with a variety of community agencies and School Attendance Review Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Provides support, information, assistance, and advice to students and parents to promote and improve student attendance.
- b. Receives and evaluates referrals from the Assistant Principal, counselors, and faculty regarding excessive and/or unexcused absences; contacts parents and/or legal guardian by mail, telephone, or in person.
- c. Visits student homes and meets with parents and students to explain school policies and procedures, investigates excessive and unexcused absences, and promotes improved school attendance; identifies home problems and makes appropriate referrals to other agencies.
- d. Maintains communication with various law enforcement, probation departments and social service agencies to exchange referrals and information.
- e. Analyze and maintains a variety of logs, lists, records, and reports regarding student and parent meetings and related information.
- f. Updates student residence and attendance data and verifies reasons for absence.
- g. Reviews attendance data to determine students who do not meet compulsory attendance criteria and prepare support documentation.
- h. Attends School Attendance Review Board hearings as required; notifies parents of hearings and dispositions.
- i. Monitors and follows up on student attendance problems as requested.
- j. Prepares appropriate County, District, State and Federal forms in accordance with District policies and governmental regulations.
- k. Daily focus on reducing Chronic Absenteeism.
- l. Locates students not attending school and returns them to determine most appropriate educational setting.
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.
- n. Refer students and parents to support services and/or intervention programs.
- o. Continual review and action on Synergy Potential Drop out reports.
- p. Other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Laws, rules, and regulations related to school attendance.
- Knowledge of and utilization of Absenteeism reports.
- Public and private sources of assistance for students with problems which affect attendance.
- School and District programs and efforts to improve attendance.
- Interpersonal skills using tact, patience, and courtesy.
- Verbal and written communication skills in English and Spanish.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies, and objectives.
- Community agencies and programs for referral purposes.
- Basic record keeping techniques.

Ability to:

- Counsel and confer with students and parents regarding excessive and unexcused absence. Promote improved high school attendance.
- Explain various school and District rules, regulations, programs, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively orally and in writing in English and Spanish.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Maintain basic records and prepare reports.
- Work independently with little direction.
- Operate an automobile safely and defensively.

**PHYSICAL CHARACTERISTICS**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS**

High school office environment; subject to travel to student homes and community agencies.

**REQUIREMENTS:**

- WORK YEAR:** Classified Employee, 209 Days/8 Hours per day
- EDUCATION:** High School Diploma or GED (required)
- EXPERIENCE:** Two years attendance-related experience in a high school (preferred)
- OTHER:** Pre-employment proficiency test within 18 months of date of application (required)  
Bilingual in Spanish (required)  
Possession of a valid California Driver’s license; proof of insurance as required by California Department of Motor Vehicles, and access to a reliable vehicle
- SALARY:** Classified Employee Range 12
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance