

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Child Welfare & Attendance Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	23
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, serve as a District liaison with social and legal jurisdictions in matters related to compliance with and enforcement of California Attendance Laws; represent the District in pertinent legal proceedings; assist students, parents and school personnel in efforts to improve student attendance and reduce tardiness;

ESSENTIAL FUNCTIONS:

- Research attendance issues; identify students with attendance problems and address factors contributing to chronic absenteeism and habitual truancy; monitor, assess and assist in resolving attendance issues at designated school sites.
- Work directly with students/families who experience difficulties in educational achievement due to social/emotional adjustment and/or attendance issues; provide community resources and refer students and families to social service agencies and case management services.
- Conduct home visits to determine the causes of poor attendance; communicate truancy findings to parents; locate truant students, and confer with families on issues affecting student attendance.
- Collaborate with District staff, school-site counselors, community organizations (e.g. probation, police, social services, local and county counseling agencies to assist students and/or their families with issues that are a hindrance to participation in school; assist outside agencies with interventions.
- Provide community resources, solutions, options or referrals to meet identified student needs.
- Assist with implementing truancy and chronic absenteeism prevention programs for assigned schools and recommend strategies to support and improve regular school attendance.
- Investigate residency issues to support the District's residency policies.
- Initiate and coordinate referrals to the Student Study Team (SST), Student Attendance Review Team (SART), Student Attendance Review Board (SARB) and District Attorney's office.
- Monitor attendance patterns of referred students and determine appropriate follow-up action plan.
- Monitor the progress of students to ensure the availability of continued support after truancy intervention (SART, SARB and District Attorney Referral).
- Participate in District hearings and represent the District with regard to truancy findings and recommendations.
- Participate in meetings and programs regarding methods of minimizing unauthorized student absences; convey and/or gather information that assists in addressing truancy in the District.
- Prepare and maintain documentation including individual case notes and files related to student attendance and assigned duties; prepare reports for presentations to SART, SARB and the District Attorney.
- Provide training and in-service for students, staff and parents and inform them of the availability of services and opportunities for at-risk students.

- Provide information to students and parents regarding attendance policies (e.g. home visits, correspondence, school meetings, etc.) to increase awareness of District and State policies/guidelines.
- Collect and gather information to resolve issues and/or take appropriate action in conformance with established policies.
- Access, input and maintain data in order to identify students in need; ascertain their performance and measure improvements as a result of interventions.
- Maintain current knowledge of State attendance rules and regulations.
- Drive a vehicle to conduct work.
- Communicate to District personnel and parents Board policies and procedures related to Inter-District transfers, residency requirements, school withdrawal process, private school affidavits and alternative education programs.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- State and local laws, rules and regulations relating to student attendance.
- SARB/SART and District Attorney policies, procedures and related documents.
- Recordkeeping and report preparation techniques.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable and pertinent codes, policies, regulations and/or laws.

Ability to:

- Coordinate communications and information between personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools.
- Schedule activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Work & analyze data utilizing a variety of complex processes.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze issues and create action plans.
- Problem solve with data requiring independent interpretation of guidelines.
- Maintain confidentiality of student information.
- Be attentive to detail.
- Communicate effectively both orally and in writing
- Work under limited supervision using standardized practices and/or methods.
- Operate a variety of job-related equipment including a computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Compose a variety of documents.
- Facilitate group discussions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience with increasing levels of responsibility.

Child Welfare and Attendance Specialist

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office work environment. Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 40% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.