

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT SERVICES AND ATTENDANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Student Services, plan, schedule and perform a wide variety of responsible duties related to enrollment, guardianship, attendance, alternative education, residency and child welfare.

REPRESENTATIVE DUTIES:

Confer with police, probation officers, juvenile courts, Department of Children Services and other community agencies as needed to provide information and coordinate services.

Consult with school administrators on a regular basis regarding attendance, behavior and child welfare matters.

Assist in the placement of students in alternative educational programs according to established procedures and guidelines.

Assist the Director of Student Services and Coordinator of Safety/Outreach.

Attend workshops and certification classes pertaining to attendance procedures, child welfare, and new legislation.

Provide and/or assist inservices to school administrators and staff related to attendance procedures, child welfare and new legislation.

Contact and meet with parents of students referred by school site to determine cause of absence, refer to SARB as necessary, and prepare District Attorney files on habitual truants.

Review updates of the student data system with school staff to provide a chronological and accurate account of student interventions and attendance accountability.

Create and maintain the applications and eligibility lists related to permit requests, and coordinate with the Director of Student Services and/or other administrators the number of students available for placement at specific grade levels and school sites.

Act as the school District's Foster Child Liason as mandated and provide guidance and interventions to those students and their guardians.

Develop a calendar for the District Transfer Review Committee meetings, provide updated list of students assigned to alternative settings, and present an update of student achievement.

Work closely with teachers, counselors, administrators, school nurses, Psychologists and clerical staff on follow-up of cases.

Participate in the School Attendance Review Board (SARB) process.
Represent District at District Attorney hearings regarding habitual truancy and excessive absenteeism.

Make home visits to verify legal residency.

Maintain a variety of complex files and records in accordance with District policies and procedures, State and local rules and regulations and prepare related reports.

Maintain a current and accurate inventory of alternative resources.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, practices and terminology used in attendance and child welfare.
Child welfare and attendance laws.
At-Risk intervention strategies and techniques.
Applicable District policies and objectives.
Applicable sections of the State Education Code and other applicable laws.
Community agencies and their services.
Modern office procedures and practices.
Record-keeping techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Organizational skills and public relations techniques.

ABILITY TO:

Work independently with minimal direction.
Communicate effectively both orally and in writing.
Exercise mature judgement and sensitivity to the needs of students and parents of various ethnic, cultural, educational and economic backgrounds.
Compile, analyze, prepare and maintain case records, files and reports.
Meet schedules and timelines.
Maintain confidentiality.
Understand and follow written and oral directions.
Operate a variety of office machines/technology.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college level coursework in social and human communications and one year related experience.

LICENSE AND OTHER REQUIREMENTS:

Possession of valid driver's license required.

WORKING CONDITIONS:

Travel throughout district, student's homes, and community agencies. Subject to exposure to communicable diseases.

Formatted 2022