

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD WELFARE & ATTENDANCE SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and complex duties to assist with the implementation of interventions and incentives to promote positive attendance patterns; serve as a liaison regarding attendance issues; assist in developing and implementing procedures for reducing chronic absenteeism and student truancy; coordinate communications and information between school personnel, students, parents, and outside agencies in the improvement of student attendance; schedule and participate in SARB hearings and follow-up check-ins and/or conferences at school sites and homes; participate in the development and implementation of Child Welfare & Attendance policies and procedures that include attendance incentives, home visits, transfers, SARTs, SARBs, and assorted related data inquiries.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with the implementation of interventions and incentives to promote positive attendance patterns; serve as a liaison regarding attendance issues; develop and implement procedures for reducing student Chronic Absenteeism and truancy; coordinate communications and information between SARB, school personnel, students, parents, and outside agencies in the improvement of student attendance across the District

Provide technical information and assistance related to Child Welfare and Attendance programs, operations, policies and procedures; provide support and guidance to school sites and departments; assist in developing and providing training and assistance to school personnel regarding collection of attendance data, applications, procedures, reports and updating processes; answer questions regarding processes and procedures for attendance, transfers, home visits, SART and SARB; compose correspondence regarding attendance procedures and policies.

Create and maintain a variety of forms, handbooks, applications, procedures, lists, surveys and databases.

Receive intra/inter-District transfer requests referrals; prepare and maintain outgoing and incoming inter-District transfers; prepare copies of requests and related information to schools upon approval or prepare letters of denial, appeals to parents as appropriate; research outgoing inter district transfers; use CALPADS to research students and verify information to assist in the processing of transfers.

Participate in home visits to discuss attendance issues with parents; respond to inquiries and provide information concerning attendance and SARB policies, procedures and regulations; provide solutions, options or referrals to meet identified student needs; prepare and maintain individual case notes and files.

Collaborate with school sites in the development and implementation of SART and SARB processes and the tracking of chronically absent students; monitor, assess and assist in resolving attendance issues at school sites; assist outside agencies with interventions.

Coordinate and participate in the preparation of a variety of data through queries to provide analytical reports, graphs, and presentations; compile information and review attendance related data; initiate queries and generate a variety of spreadsheets, charts, computerized lists, directories, reports and documents; assure accuracy of input and output data; track incentives for attendance; prepare and maintain a variety of mandated and requested records and reports related to student attendance, ADA, chronic absenteeism rates, transfers, SARTs, and SARB activities and assigned duties; establish and maintain filing systems.

Coordinate the collection of information and preparation of required documents for use in SARB hearings.

Communicate with the District Attorney's Office, social services personnel, law enforcement or other agencies for referral or other information; monitor student attendance and family compliance with contractual agreements with schools or other legal agencies.

Operate a variety of office equipment including a copier, fax machine, overhead projector, scanner, computer and assigned software; drive a vehicle to conduct work and make home visits.

Attend and participate in a variety of meetings, hearings, presentations and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable laws including laws relating to attendance, truancy and behavior of minors.

School Attendance Review Board (SARB) and (SART) process, procedures and regulations.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

District organization, operations, regulations, policies and objectives related to position.

Child abuse reporting procedures.

Community resource organizations including various Federal, State and County agencies.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

- Prepare clear, concise and comprehensive reports.
- Coordinate communications and information between SARB, personnel, students, parents, school sites and outside agencies in the improvement of student attendance in the District.
- Schedule and conduct SARB conferences at school sites and homes.
- Participate in the development and implementation of the SARB process.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compose correspondence and written materials independently.
- Prepare and deliver oral presentations.
- Prepare required documents and informational packets for various SARB hearings.
- Operate standard office equipment including a computer and assigned software.
- Maintain records and prepare comprehensive reports.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in social science or related field is desired.

Experience: Three years working in the area of student attendance.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

HAZARDS:

Contact with dissatisfied or abusive individuals.