

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

Attendance Liaison

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DESCRIPTION:**

Under supervision of the Child Welfare and Attendance (CWA) Supervisor, serves in a liaison capacity between student, school and the home; to make home visits for the purpose of understanding and helping to alleviate the sources of student obstacles in relation to school attendance; to encourage parental involvement and helping to bridge home and school relationships; and to do job related work as required

**DISTINGUISHING
CHARACTERISTICS:**

Positions in this class report directly to the CWA Supervisor and are assigned routine duties related to student attendance. Incumbents serve in a liaison capacity for the purpose of helping to alleviate the sources of student obstacles in relation to school attendance; to encourage parent involvement and understanding of school programs and services. Will be assigned to work in more than one location and requires travel between school sites, student homes, district buildings, and community locations (ie hotels, homeless shelters).

**MAJOR DUTIES AND
RESPONSIBILITIES:**

1. Receives referral regarding student attendance issues.
2. Serves as a liaison between schools and home to support ed code pertaining to school attendance.
3. Makes home visits and works with parents to promote regular student attendance and makes follow up visits as needed.
4. Arranges conferences with parents, teachers, and school officials.
5. Works closely with school staff in explaining school programs and services to parents to help problems that arise.
6. Assists in encouraging parent involvement with school programs.
7. Works closely with school officials on student obstacles affecting regular attendance.
8. Alerts school nurses and/or appropriate agencies to possible health problems.
9. Keeps a record covering all contacts with students and parents.
10. Keeps accurate records and may compile data for special reports.
11. Makes telephone calls regarding student attendance issues.

12. Consults with school officials on site level School Attendance Review Team (SART) and School Attendance Review Board (SARB).
13. Meets with site Multi-Tiered Systems of Support MTSS teams at least once per month.
14. Provides community outreach to support student engagement and attendance at hotels, homeless shelters, etc.
15. Utilizes the attendance database to analyze and support student engagement and attendance
16. Completes other duties as assigned.

**MINIMUM
QUALIFICATIONS:**

Licensing/Certifications:

Valid California Driver's License

Education:

High school diploma or equivalent

Knowledge of:

Resources within the community and schools affecting student's attendance and performance; ed code and policies regulating school attendance, agencies available for parent/child/family support.

Ability to:

Ability to speak Spanish. Facilitate communication and positive rapport with parents and community members, learning and applying communication with good judgement, uphold District and school policy related to school attendance; understand and carry out oral and written directions; communicate effectively, both orally and in writing; analyze, and document situations accurately and suggest alternate courses of action to parents and staff; establish and maintain cooperative working relationships with students, parents, school staff, and community agencies; maintain accurate records.

Experience:

None

Desirable Qualifications:

Previous experience with youth or community groups; understand the community and neighborhoods surrounding all District school sites; show a sincere desire to work with children through successful experience through neighborhood, community, school or volunteer type activities.

**WORKING
CONDITIONS:**

Physical Abilities

Requires considerable walking and driving. Work requires prolonged exposure to weather elements.

Environment:

- Indoor and outdoor
- Subject to demanding timelines and constant interruptions.