

# Sonoma County Office of Education – Job Description

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Classified

## ATTENDANCE AND OUTREACH SPECIALIST

### **Definition:**

To improve student attendance at school and serve as a liaison between home, school, and the community to build a positive home school connection.

### **Distinguishing Characteristics:**

Employee receives directions from program lead. Employee uses judgement and initiative in establishing communication with school site staff for the purpose of coordinating the collection of educational progress data for students. Contact with others primarily includes Sonoma County Office of Education staff, school site staff, students, and caretakers.

### **Supervision Exercised and Received:**

Supervision is provided by Sonoma County Office of Education program lead.

### **Example of Duties and Responsibilities:**

*Duties and responsibilities may include but are not limited to the following:*

- Provide support to assigned schools and school districts in monitoring the school attendance of identified youth.
- Facilitate communication between the school, caregivers, parents/guardians, education rights holders, and other student support team designees around issues related to school attendance and engagement.
- Compile and maintain data related to enrollment, attendance, grades, and special education information.
- Enter and update student attendance and progress in the ~~Foster Focus~~ appropriate data system.

### **Employment Standards:**

#### ***Knowledge of:***

- Operating characteristics of common office equipment, including personal computers and office productivity software, copiers, facsimile machines, etc.
- Department of Labor rules and regulations.
- Safe work practices.
- Proper English grammar, spelling and punctuation, sufficient to prepare routine correspondence and documentation.
- Education Code legislation.
- Sufficient communication skills to greet and work cooperatively with co-workers and convey a positive service-oriented image of the department.

#### ***Ability to:***

- Respond promptly to requests of internal and external clients, provide them with needed information, assistance, training, materials and resources.
- Communicate effectively in both oral and written forms; use standard English.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Develop rapport with students, being fair, consistent and respectful.
- Develop professional rapport with caregivers and community partners.

- Use computer skills to operate standard office computer terminal, printers, and software such as a spreadsheet, word processing, email, search engines, calendar software, student database software, and other programs in order to use these tools to maintain records and prepare general and specialized reports and correspondence.
- Perform competently and demonstrate skill and knowledge in the area of responsibility.
- Take appropriate action in emergency situations; follow procedures in a calm, responsible manner.
- Maintain confidential and sensitive information.
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Administer basic First Aid and CPR.
- Maintain and improve professional skills and knowledge in the areas of foster youth education.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Maintain a positive attitude towards students.

### ***Computer Skills:***

- Basic Word Processing skills, such as the ability to create, edit, spell check, save, and print a new or existing document, and simple character and paragraph formatting.
- Basic database skills, such as the ability to open and print data from an existing database; input numeric and text data and save; create a simple database and modify an existing database; create and define text, number, and date fields.
- Basic spreadsheet skills, including the ability to perform simple data entry.
- Basic email skills, such as the ability to compose, send and open files.
- Internet usage, including the ability to access and navigate software to view webpages, navigate the County Office of Education's home page, use search engines, etc. to complete assigned duties; and use appropriate and professional conduct.

### **Education and Experience:**

*Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### ***Education:***

- Formal or informal education or training which ensures the ability to read and write at the level necessary for successful job performance.

#### ***Experience:***

- Previous work experience in student support or an area related to kindergarten-12<sup>th</sup> grade education.
- Previous work experience in types of occupations in entry-level work which students typically obtain.

#### ***Physical Demands:***

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

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.

- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.
- Must have normal vision (20/20), corrected or uncorrected.

***Other Requirements:***

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: February 24, 2025
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission