

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 6, 2025
Salary Schedule: #001

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT - ATTENDANCE

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent - Education Services, or their designee, provide support for students' attendance at school on a daily basis and provide support for students to assist them in being successful in school and making progress toward graduation.

JOB FUNCTIONS:

- Demonstrates knowledge of District attendance policies and graduation requirements.
- Assists the school sites with analysis of data in preparation and follow-up for Student Attendance Review Teams (SART) and School Attendance Review Board (SARB) meetings.
- Focuses on reducing chronic truancy and tardiness while promoting Educational Equity and School Engagement.
- Supports site administration with coordinating and implementing school-wide Tardy Policies.
- Analyzes attendance data to identify trends and collaborates with parents, administrators, and teachers to address student attendance issues.
- Facilitates Home Visits by conducting home visits, training, and coordinating staff to conduct home visits.
- Coordinates with site administration to provide academic support through tutoring, grade checks, and other interventions.
- Works closely with school Administrators of Guidance and Discipline, Counseling staff, as well as other staff to design activities that enhance student engagement and academic achievement.
- Mentors individual students and student groups to foster motivation and success.

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JOB FUNCTIONS (continued):

- Collaborates with peers to enhance the instructional environment and build professional skills through participation in Professional Learning Communities to improve instructional practices, increase student attendance, and boost academic performance.
- Maintains an accurate understanding of all alternative programs available to district students.
- Provides staff development for classified, administrative, and certificated staff in the development of Tiered Supports for student attendance.
- Works with teams/departments to analyze data and develop strategies that support diverse student groups, including English Learners.
- Supports the vision and mission of the school and district.
- Works collaboratively with the site Administrators to ensure implementation of district-wide and school-wide goals related to attendance.
- Supports school and District improvement initiatives.
- Supports educational equity, engagement, and motivation as it relates to academic performance and achievement of unduplicated students.
- Engages in continuing professional growth and keeps abreast of recent developments and practices in education, particularly related to changes in attendance laws and practices.
- Plans and attends parent meetings or training sessions to strengthen school-family partnerships.
- Supports implementation of Attendance Recovery Programs and works to maximize Attendance Recovery days.
- Supports sites with implementation of Scholar Saturdays in order to maximize attendance recovery.
- Supports sites with implementation of Independent Study Programs in order to maximize attendance recovery.

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiarity with district attendance and graduation requirements.
- Understanding of educational equity and school engagement, particularly concerning chronic truancy and tardiness.

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- Knowledge of state content standards and district-adopted materials.

KNOWLEDGE, SKILLS, AND ABILITIES (continued)

- Awareness of applicable curriculum, instructional regulations, and school policies.
- Proficiency in analyzing attendance and academic data to support student progress.
- Ability to communicate effectively both orally and in writing with students, parents, staff, and administrators.
- Skilled in analyzing attendance data to identify trends and develop intervention strategies.
- Ability to work with peers, grade-level teams, and departments to enhance instructional environments and support student learning.
- Capability to mentor student groups and engage them academically.
- Proficiency in conducting student conflict resolution and mediation.
- Competence in operating computers and job-related equipment.
- Work independently with minimal supervision while maintaining flexibility and responsiveness.
- Establish and maintain professional relationships with students, staff, administration, and district personnel.
- Organize schedules, interpret data, and solve problems effectively.
- Conduct home visits and coordinate staff for parent engagement activities.
- Maintain accurate records and filing systems.
- Demonstrate consistent punctuality and regular attendance.
- Use positive best practice techniques for providing a high level of customer service by effectively supporting parents, students, community members and staff.
- Observe all District safe work practices and policies; use proper lifting techniques.
- Maintain personal appearance, grooming and language that provide a satisfactory example to pupils using tact, patience and empathy.

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KNOWLEDGE, SKILLS, AND ABILITIES (continued)

- Learn and understand the operation of the District as necessary to assume assigned responsibilities; use tact, initiative, prudence and sound independent judgment within policy and legal guidelines.
- Establish and maintain positive, cooperative and effective working relationships with others.
- Be motivated to produce a high quality work product; meet schedules and timelines.
- Understand and follow oral and written instructions in English, use of English effectively to communicate in person, over the telephone and/or in writing using proper spelling, vocabulary, grammar and punctuation; apply common sense understanding to carry out instructions provided.
- Meet schedules and critical time deadlines; complete work with varying interruptions and be able to reprioritize demands.
- Possess the personal characteristics generally recognized as essential for public employees, including the demonstration of: integrity, initiative, emotional maturity, dependability, good judgment and ability to work cooperatively; be reliable and have the ability to empathize.
- Maintain privacy of student, parent, staff and others' records. Work confidentially with discretion.
- Maintain consistent, punctual and regular attendance.
- Compose correspondence and reports independently or from brief instructions.
- Respond to requests and inquiries from District employees.
- Establish and maintain a variety of filing, record keeping and tracking systems.

PHYSICAL ABILITIES:

- Ability to read handwritten or typed documents and digital displays of various office equipment and machines.
- Ability to communicate effectively in English both orally and in writing.
- Able to walk, sit, bend, stand, stoop, squat, reach, push, pull, kneel, crawl, climb, grasp/manipulate objects; lift items up to 10 pounds frequently; carry up to 10 pounds occasionally; lift/carry up to 40 pounds infrequently.

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JOB QUALIFICATIONS:

Education:

- Bachelor's Degree required.

Experience:

- Minimum of three (3) years of successful teaching experience; one (1) year with the District is highly desired.

Licenses/Certifications/Bonding/Testing:

- Possession of a valid California Teaching Credential appropriate for the subject/grade level
- Possess and maintain a valid California Driver's license and evidence of insurability