

CLASSIFIED JOB DESCRIPTION

STUDENT ATTENDANCE/WELFARE SPECIALIST

JOB SUMMARY:

Under the supervision of the Assistant Superintendent for Instruction, provides Districtwide leadership and service in the planning and improvement of instructional skills for all students.

ESSENTIAL JOB FUNCTIONS:

- Assists in providing parents, staff, students, public, and government agencies with District-related information.
- Reviews and monitors enrollment projections.
- Confers with District departments regarding staffing.
- Investigates information, e.g., student/parent history and school history.
- Compiles documentation related to student attendance.
- Interviews parents, students, and staff.
- Conducts home visits.
- Consults regarding action for student's attendance cases.
- Provides support to School Attendance Review Teams.
- Assembles information packages and participates in the School Attendance Review Board.
- Prepares Caregiver's Affidavits.
- Types and composes tuition contracts, reports, memos, and letters.
- Files student records, forms, letters, correspondence, and confidential reports.
- Operates computer, fax machine, copier, and other office equipment.
- Uses word processing, electronic spreadsheet, and current student systems.
- Processes purchase orders and non-stock requisitions.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to handle private situations with excellent communication and customer service skills.
- Evidence of successful full-time clerical experience at the level of Clerk-Typist II or equivalent; type at a speed of 45 net words per minute. Knowledge of correct usage, spelling, and punctuation in Spanish desirable.
- Ability to interpret policy and laws, and convey them courteously to the public; exercise tact and good judgment; perform general clerical tasks, including typing, filing, and spreadsheet calculation; understand and follow oral and written directions; maintain effective working relationships; and communicate and interact effectively and professionally under pressure.
- Must have a valid California Driver's license and be insurable under the District's insurance policy. Must maintain insurability and have available an insured automobile for job-related use.
- Knowledge of basic office methods and procedures and the operation of basic office equipment, including computers.

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- High school diploma or GED required. Preferably supplemented by course(s) in typing and office practices.

Classified Salary Schedule: Range 33
BOARD APPROVED: 11/18/20
REVISION DATES: 05/20/97
11/14/00
07/17/23
08/09/2023