

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD WELFARE AND ATTENDANCE INVESTIGATOR (Range 17)

BASIC FUNCTION:

Under direction of an assigned supervisor, make home or telephone contacts with parents to discuss attendance-related issues; prepare related reports.

REPRESENTATIVE DUTIES:

Make home visits and telephone calls to ascertain cause of attendance problems; assist in evaluation of home conditions of pupil and make recommendations regarding action necessary to child's welfare; verify residence. *E*

Report to the Child Welfare and Attendance (CWA) office daily to receive special assignments; report to schools to obtain a list of contacts to be made; organize list of home visits. *E*

Prepare daily reports of home visits and record information or related activities; prepare reports for ADA; report findings to Principal or other designated school personnel. *E*

Pick up letters from schools or offices; assure timely delivery of letters; make arrangements with parents as necessary. *E*

Contact social service agencies to obtain information on parent/student counseling referrals, neglect or abuse cases; contact other agencies to exchange information related to Child Welfare and Attendance. *E*

Provide information to parents related to school policies and attendance laws; report parents who refuse to send child to school. *E*

Participate on the School Attendance Review Board (SARB). *E*

Operate a computer and standard office equipment. *E*

Promote a positive relation between school and home by discussing, on a positive basis, the attendance records of child and assisting District personnel in understanding pupil's background.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local laws, rules and regulations relating to attendance.
Effective community relations techniques and principles.
Community resources available to ethnic groups.
Record-keeping techniques.
Operation of a computer terminal.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
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.

ABILITY TO:

Learn and function within organization and department objectives.
Determine, use and promote community resources available to ethnic groups.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Operate a computer terminal.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Maintain confidentiality and discretion of information in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in social sciences or related field and two years of responsible experience in the area of student attendance.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of personal vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to make home visits.
Working a split shift.

PHYSICAL ABILITIES:

Seeing to evaluate home conditions.
Hearing and speaking to exchange information.
Climbing stairs at apartment buildings.
Bending at the waist to get in and out of the vehicle.
Dexterity of hands and fingers to operate a computer keyboard and a telephone.

HAZARDS:

Home visits to potentially unsafe neighborhoods.

Contact with dissatisfied or abusive individuals.

Driving a vehicle during adverse weather conditions.

Possible fights and confrontations with students.