

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Attendance Compliance Coordinator

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

High School diploma or equivalent required, supplemented by training in school/community relations. Minimum of 2 years experience working with community and social services organizations preferably including one year of experience in working with school attendance problems required. Minimum of 2 years working directly with school age children required.

Licenses and other Requirements:

Possess a Valid California driver's license

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Acts as liaison between school, home and community agencies regarding student attendance and adjustment and employees attendance. Conducts home visits to determine cause of student/employee absences or school failure. Provides assistance to families and students regarding school adjustment, attendance and child welfare.

SPECIFIC RESPONSIBILITIES

1. Visits assigned schools and consults with principals, teachers and other staff members concerning student attendance referrals. Reviews student records to identify irregular attendance patterns. Traces student's change of home address or school.
2. Assists school attendance personnel by verifying student attendance and making phone calls and home visits. Notifies parents of disciplinary action, illness or accident.
3. Assists district personnel by verifying employee attendance and making phone calls and home visits. Notifies district personnel of employee status.
4. Monitors, investigates, and provides assistance in all areas of employee attendance.
5. Attends School Attendance Review Board meetings. Refers students to SARB. Maintains follow-up records and provides review of attendance of students previously referred.
6. Visits the homes of students with attendance problems to observe home situations. Advises parents and students regarding regular attendance, providing information concerning school rules and regulations.
7. Determines student needs, makes referrals to appropriate agencies and records home visit findings.
8. Prepares and presents oral and written reports concerning home visits. Prepares other reports and records as requested by appropriate school and county agencies.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

9. Prepares for and participates in meetings at local schools, CWA office and District office to determine student's special needs.
10. Provides transportation to students and parents as necessary to assure compliance with school rules and regulations or to provide emergency assistance. Arranges for transportation and appointments for students and families to receive school-related immunizations, physicals, medical care and clothing.
11. Provides appropriate recommendations from Director's approval regarding activities such as student transfers, referrals and SARB violations.
12. Investigates complaints of student absence, neglect or abuse from public agencies and others.
13. Investigates broken SARB agreements. Assists in the identification of students with social, emotional and academic needs which may affect school attendance.
14. Develops, establishes and coordinates community resource contacts. Maintains information systems on available community resources for use by District personnel, parent groups and families. Serves on a variety of District and community committees related to student attendance, cultural issues and general student and family welfare.
15. Monitors the use of community resources and the effectiveness of those resources in meeting school/community needs. Investigates to maximize involvement of resources/agencies, which would enhance student success.
16. Prepares statistical and routine reports relevant to the position.
17. Analyzes student needs and develops processes/resources that will support student improvement.
18. Plans, prepares, and implements trainings for vice principals, student liaisons, and other school site safety personnel relative to safety issues such as driving golf carts, restraining students, conducting searches, investigative techniques and protocols, and other pertinent areas.
19. Coordinate student attendance incentive programs at the various schools and offer assistance in developing and implementing student attendance incentive programs. Provide information and assistance to school sites about district student attendance incentive program.
20. Additional duties as assigned.

SPECIFIC QUALIFICATIONS

Works independently to accomplish duties that are well defined by policy, procedure, law, codes and regulations. Works directly with students and parents, often in the home, requiring tact, diplomacy and persuasion. Exercises judgment and discretion. Work is periodically reviewed by supervisor for accuracy and efficiency, and assistance is available for problems or unusual situations. Requires strong time management and planning skills. Office work includes preparation of routine reports, records and correspondence. Besides parents and students, contacts extend to District staff and administrators, community officials and child program workers and the general public.

This position will be funded by general funds. This position requires knowing appropriate time accounting methods and basic technology skills.

Knowledge of:

-Requires a thorough knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

- Must have a good knowledge of District organization, operations, policies and objectives.
- Requires considerable knowledge of the principles and practices of child guidance and development along with an understanding of cultural and minority issues relating to the student population.
- Must have good record keeping and general office skills.
- Requires strong communication skills including telephone technique and etiquette.
- Requires knowledge of multi-agency programs and services within the community and how those agency services can be accessed by families and students.

Abilities:

- Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with only general supervision.
- Requires the ability to assist parents and students in resolving school attendance related problems.
- Must be able to work with increasingly complicated situations in dealing with student and parent problems.
- Must be able to communicate effectively in a wide variety of settings, often requiring tact, diplomacy and persuasion to achieve results.
- May be required to communicate in a second language and is required to work in a multi-ethnic setting.
- Requires the ability to prepare routine records, reports and correspondence.
- Requires the ability to plan and prioritize work in order to meet schedules and timelines.
- Position requires long periods of walking and standing, often in inclement weather.
- Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment.
- Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)