



## JOB DESCRIPTION

### Attendance Liaison (Bilingual)



|                          |                                       |                                                           |                      |
|--------------------------|---------------------------------------|-----------------------------------------------------------|----------------------|
| <b>Reports to:</b>       | Child Welfare and Attendance Director | <b>Employment Group / Salary Range:</b>                   | CSEA Range L         |
| <b>Dept:</b>             | Student Services                      | <b>FLSA:</b>                                              | non-exempt           |
| <b>Annual Work Days:</b> | 185                                   | <b>Formal Review Date:</b><br><b>Board Approval Date:</b> | 11/16/23<br>12/11/23 |

### PRIMARY FUNCTIONS

Works under the direction of the Director of Child Welfare and Attendance to perform a variety of duties related to attendance and record-keeping; monitors attendance and assists with various attendance procedures; communicates with parents and guardians regarding attendance problems and related issues; provides information regarding school or District programs and procedures.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Monitor attendance and assist with various attendance procedures, and recommend interventions.
- Maintain accurate records of student attendance; prepare and maintain a variety of records and files regarding student attendance, tardiness, and truancy.
- Communicate with students and parents regarding attendance and related issues; make and receive phone calls and notes regarding student attendance concerns and problems.
- Make home visits as needed.
- Provide student attendance information to staff, parents and authorities as requested; explain and interpret policies and regulations regarding school attendance.
- Prepare correspondence pertaining to student attendance and records as appropriate.
- Prepare accurate attendance information and required documents and materials for School Attendance Review Meetings (SART) at school sites, parent meetings, and truancy interventions.
- Attend school site SART meetings and assist with meetings and conferencing, as needed.
- Refer serious attendance issues according to established procedures and assist in identifying and resolving needs of students with frequent absenteeism; help identify SARB referrals.
- Prepare and maintain records and reports related to student attendance.
- Operate computers and peripheral equipment to enter, revise, and update information, including entering interventions into the school information system.
- Work with Attendance and Enrollment Specialist to ensure interventions are met and offer support as needed.
- Assist with daily absence verifications as time allows.

- Operate a computer to access database and spreadsheet records; create, enter, extract, arrange, and/or update data; generate reports, records, lists and summaries from computer database; operate digital imaging equipment, scanner, and standard office equipment.
- Serve as a liaison between the District, agencies and community stakeholders.
- Provide attendance presentations during school site events and/or as requested.
- Coordinate and implement district-wide attendance campaigns.
- Other duties and responsibilities consistent with the primary functions may be assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or equivalent to the completion of twelfth grade (GED)
- One (1) year experience in community service programs OR one (1) years of experience work experience in K-12 public school system
- Bilingual (Spanish) required

### **Licenses, Certificates and Other Requirements:**

Valid California Driver's License and must meet District's requirement for possession of private vehicle insurance

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Enrollment, attendance and transfer requirements and procedures
- Programs associated with the Student Services Department
- Student attendance laws, codes, regulations and procedures
- District policies, rules, and regulations
- Record-keeping techniques
- Interpersonal skills using tact, patience, and courtesy
- Techniques used in public relations; interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, punctuation and composition
- Modern office organization, procedures, terminology, and practices
- Methods used in collecting data and preparing reports
- Record keeping techniques
- Business letter and report writing techniques

### **Skills and Abilities to:**

- Work independently without supervision
- Implement and oversee the strategic plan for improvement in student attendance
- Gather, interpret, and analyze statistical data
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively, both orally and in writing
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately, and adopt and effective course of action
- Plan and organize work to meet schedules and deadlines
- Prepare comprehensive narrative and statistical reports
- Operate a computer and related software

- Meet State and District standards of professional conduct as outlined in Board Policy
- Maintain cooperative relationships with people contacted during the course of work
- Learn and apply attendance rules, regulations, and procedures

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

## **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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***Employee Signature***

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***Date***

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***Name Printed***