CLASS TITLE: **CHILD WELFARE AND ATTENDANCE LIAISON**

DEFINITION: Under general supervision of the Director of Student Services, assists schools in working with students to improve attendance and reduce at-risk behaviors. The Child Welfare and Attendance Liaison makes home visitations regarding student attendance, residency, and welfare issues; performs related clerical work, such as record keeping, making written reports; identifies District and community resources able to support students and their parents; and to do other related work as directed.

EXAMPLES OF DUTIES:

- Makes home visits to parents/guardians whose children have excessive absences or are experiencing other child welfare problems.
- Confers with school staff, parents, and students regarding student attendance and welfare issues.
- Uses an interdisciplinary approach to resolve student/school problems, including social work, law enforcement, and school administration.
- Emphasizes home to school communication, working primarily away from school or the benefit of the student and school.
- Serves as a resource person to school staff, keeping school personnel aware of community changes and needs.
- Serves as a liaison with community organizations and agencies in student attendance and welfare issues.
- Records contacts made with students, parents, school staff, and community agencies.
- Refers families to community resources.
- Verifies home addresses to determine legal residence of referred students.
- Serves as a member of the District SARB.
- Meets with supervisor to discuss issues and problems with daily tasks.
- Attends job-related meetings and serve as a member of committees as appointed by the Director of Student Services.
- Review, prepare, document, and submit cases for Parent Mediation Court and Teen Truancy Court
- Appear as MDUSD representative in court
- Review & coordinate parent/student compliance with court orders
- Manage caseload of chronically absent, homeless, and high risk students, including coordinating services for students and families
- Maintain positive relationships with parents and students in crisis and experiencing high-risk stressors
- Supports students and parents in accessing the Special Education system
- Performs related duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: Two years experience or the completion of two (2) years of college-level coursework in a field related to the particular work assignment; or an equivalent combination of training and experience.

Knowledge and Skills:

- Establish and maintain effective working relations with site administrators, students and parents.
- Effective verbal and written communication skills.
- Ability to operate a computer terminal.
- Ability to maintain records and prepare computerized reports.
- Working skill in following written and oral instruction.
- Knowledge of District and state rules and regulations involved in student attendance.

Environment:
School Office environment; frequent interruptions, excessive intermittent noise, high demand to multi-task and complete job duties with stringent timelines, interaction with children, parents, and general public.

Physical Abilities:
Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects up to 25lbs. occasionally.

Licenses:
- Valid California Driver's License

CST Range 508
Mt. Diablo Unified School District
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