JOB DESCRIPTION

JOB TITLE: Clerk III: Attendance Assistant, SARB
Job Family: Clerical/Secretarial Services
Range: 28

Job Purpose Statement/s: The job of "Attendance Assistant, SARB", under the direct supervision of the Coordinator of Student Services, provides assistance in matters related to student attendance and transfers; serves as a liaison between students, parents, school personnel and outside agencies in matters relating to attendance and related functions; and to do other related work as required.

Essential Job Functions:

* **Assists** with implementation of SARB recommendations and may serve as liaison between SARB, school personnel and personnel from community agencies, including Department of Social Services, Health Department and law enforcement.
* **Assists** in the interpretation and enforcement of compulsory attendance laws; assists with student truancy problems and investigates and follows up on guardianship and residency issues.
* **Assists** in identifying pupils "at-risk" and developing strategies to increase school attendance.
* **Assists** staff in reducing pupil's alienation and non-participation in school.
* **Assists** in and conducts home visits and works with parents of students with poor attendance.
* **Assists** in receiving the referrals regarding students with severe attendance problems.
* **Assists** in the follow-up case work on referrals, providing paraeducational counseling or arranging for formal counseling.
* **Provides** services to sick/injured students.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year experience in Public School, Private School or Public Agency.
* **Skills, Knowledge and/or Abilities Required:**
  Skills: Typing/keyboarding - 30 words per minute and computer literate.
  Knowledge of interviewing techniques, problems in the community and in the schools affecting student's attendance and performance, laws and policies regulating school attendance, and various social service agencies in the community.
  Abilities to analyze situations accurately and adopt an appropriate course of action, understand and communicate effectively with students and adults of different cultural and ethnic backgrounds, and/or with special needs, establish and maintain cooperative working relationships with students, parents, school staff and community agencies, speak and write effectively, maintain accurate records, and plan, organize and follow-through on work and time.
* **Education Required**: High School diploma or equivalent, or any combination of training, education and experience which demonstrates an ability to perform the duties of the position.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score. Bilingual ability desirable. Possession of valid California Drivers' License.