Student Support Specialist: Attendance & School Engagement

Purpose Statement

To serve as a bridge between schools, families, and community organizations, addressing attendance, truancy, and school engagement. The Student Support Specialist will act as a community advocate, fostering collaboration and ensuring students have the resources and support needed to succeed. This position will provide support to students and their families with prevention and resource access, and provide language access by acting as an interpreter at times.

Essential Functions

- Actively participate on the TTUSD School Attendance Review Board (SARB) and support SART truancy meetings to guide decision-making.
- Deliver continuous case management and attendance monitoring for families following SART and SARB referrals.
- Engage in Culturally Responsive Practices when working with students and families.
- In collaboration with school staff, provide culturally competent, personalized support through individualized attention and mentoring for families of students at risk of chronic absenteeism.
- Facilitate clear, reciprocal communication loops between school site teams and families to build lasting mutual trust.
- Provide translation and interpretation services for parents and students, to eliminate communication barriers regarding school policies, student wellness, and attendance.
- Identify and address underlying social, emotional, and systemic barriers to ensure families receive tailored assistance for long-term well-being.
- Conduct home visits to provide 1-on-1 mentoring and personalized support for families of students at risk of chronic absenteeism.
- Establish open, trust-based partnerships between families and school teams to improve overall family engagement and student success.
- Collaborate with local organizations and leverage community assets to connect families directly with transportation, healthcare, economic, and wellness resources.
- Engage students and families with practices that respect, celebrate, and reflect diverse cultural backgrounds.
- Track and analyze daily attendance rates to proactively spot students showing signs of chronic absenteeism.
- Evaluate attendance data to guide targeted interventions and measure the effectiveness of applied strategies over time.

Knowledge, Abilities & Skills

- High school diploma or GED
- Proficient in Spanish and English oral and written
- Ability to maintain effective working relationships and communicate in a respectful manner when dealing with fellow employees, outside agencies and students
- Ability and willingness to take initiative and responsibility, to function in an organized manner, and to work as part of a team effort Willingness and interest in learning new skills
- Ability to maintain a clean, safe and supportive environment
- Awareness of community resources

- Cultural sensitivity to the diverse needs of the community

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience:
Job related experience with increasing levels of responsibility
Experience in translating Spanish to English or English to Spanish

Certificates & Licenses:
None Specified

Education:
High School Diploma or equivalent
Technology Certifications Preferred (MS, Google)

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Executive Director of Student Services

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Classified Salary Schedule Range 25

Work Year
228 Days [CLAS2]