

Position: Child Welfare and Attendance Specialist I	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, March 9, 2011	Salary Range: 400

### **Summary**

Under the direction of the Director of Student Services, plans, schedules and performs a wide variety of responsible duties related to enrollment, custody/guardianship, attendance, and child welfare.

### **Distinguishing Career Features**

The Child Welfare and Attendance Specialist I is the first of two levels in the Child Welfare and Attendance career path. The Child Welfare and Attendance Specialist I requires application of interpersonal skills and knowledge of methods, practices, policies and laws related to child welfare and attendance matters. The Child Welfare and Attendance Specialist I applies guidance and intervention skills to improve school attendance and encourage dropout prevention. Advancement to Child Welfare and Attendance Specialist II is based on need and compliance with the qualifications of the position, including the ability to serve as the district's expert in a wide spectrum of child welfare matters, applying a well-developed knowledge of federal and state laws and strategizing skills. The Child Welfare and Attendance Specialist II also serves as the district's court liaison, foster care liaison and immigration specialist.

### **Essential Duties and Responsibilities**

- Provides welfare and attendance services to high-risk students, students in foster-care, homeless students, pregnant and parenting teens, camp returnees, and other disenfranchised youth by linking them to the appropriate services and advocating on their behalf.
- Works toward the goal of dropout prevention, which includes monitoring attendance, discipline, behavior, and grades of referred students at each of assigned schools, while working closely with parents, teachers, aides, counselors, administrators, District and school staff.
- Meets and confers with referred students and their parents/guardians; identifies and addresses factors leading to attendance/behavior problems; develops strategies to deal with those problems including individualized written contract of recommendations, interventions and behaviors to address issues.
- Initiates referrals for parents and students to the appropriate community agencies when their needs are beyond the scope of the school; works cooperatively with these and other agencies on a continuing basis regarding aspects of the student's problems which may affect school adjustment.
- Provides academic, career, personal and social development guidance.
- Participates in all school meetings on referred students under age 18.
- Assists in obtaining social services; reports child abuse and domestic violence.

- Responds and makes phone calls; makes home visits as required to contact families, validate information, and determine residency.
- Coordinates School Attendance Review Board (SARB) including scheduling and presentation of cases, serving as a board member and chair, making all parental/school notifications, writing reports, developing statistics, and related clerical duties.
- Prepares cases, evidence and witnesses for court; develops strategies for successful prosecution; represents District in legal hearings and trials; testifies in related areas of expertise; pursues cases to resolution.
- Ensures District compliance with court orders, restraining orders, and custody decisions.
- Supervises and monitors guardianship in connection with special education.
- Obtains and reviews legal documents such as birth certificates, custody agreements, visas, etc. to determine enrollment and parental rights. Provides information to parents, Foreign Exchange Programs, and sponsors regarding immigration related questions pertaining to school enrollment.
- Collaborates and confers with law enforcement agencies, courts and officers of the court, private attorneys, doctors, mental health and education professionals, social workers and other community resources, providing reports when legally authorized; remains involved with education related decisions of referred students.
- Responds to student crises; assists in coordinating emergency services; de-escalates crisis situations; develops intervention plans; attempts to ensure child is safe; remains with child until crisis is resolved; responds to schools sites when campus crisis occurs; supports grieving process when appropriate.
- Works with abuse victims and parents and students suffering from mental illness and/or addictive behaviors.
- Participates in workshops pertaining to new legislation on the educational rights of students and/or changes in attendance and child welfare-related issues and laws.
- Provides expertise in special education and 504 laws.
- Stays abreast of various alternative education programs and District policies.
- Maintains system of files and records, retaining student files until the age of majority is reached.
- Updates resources; prepares statistical records.
- Supports and assists the Director of Student Services as requested.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

- Methods, practices and terminology used in child welfare and attendance
- Policies and laws related to child welfare and attendance matters, SARB, special education laws and state and federal guidelines
- Alternative education opportunities; curriculum and graduation requirements

- Community resources and services, substance abuse, family relationships and dysfunction
- Well-developed human relations skills to work productively and cooperatively with diverse groups within and outside the district, using tact, patience and courtesy.
- Principles and practices of conflict resolution, guidance, and crisis intervention
- Guardianship and custody rights
- Juvenile Justice System and courtroom etiquette
- Gather and analyze data and develop conclusions, recommendations, reports and correspondence.
- Well-developed skills in using a personal computer, common office productivity software, and specialized databases used in an education environment.
- Math skills to compute sums, averages, ratios, products and quotients.

### **Abilities**

- Employ effective interpersonal skills with students, parents, staff and the public in stressful situations with demands on time and frequent interruptions
- Communicate effectively both orally and in writing.
- Exercise mature judgment and sensitivity to the needs of pupils, parents, and others of various diverse cultural, educational and economic backgrounds
- Analyze situations accurately and decisively and direct a course of action
- Compose clear, effective, accurate and concise reports and correspondence
- Create, compile, analyze and maintain notes, records, files and evidence
- Maintain confidentiality and employ discretion when handling sensitive personal matters
- Remain calm in a crisis situation.
- Develop strategies for successful resolution
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Ability to read, write and speak Spanish is highly desirable

### **Physical Abilities**

- Functions indoors in an office environment engaged in work of primarily a sedentary nature
- Ambulatory ability to move about various school district, community or related locations.
- Manual and finger dexterity to write, keyboard, operate computer and other standardized office equipment.
- Auditory ability to carry on conversations in person and over the phone.
- Near visual acuity to read printed materials and computer screen.
- Lift, carry, push or pull up to 25 pounds.
- Must be available to respond to emergency calls after normally scheduled working hours as needed.
- Routine travel to school sites, courts, and students' homes.

### **Education and Experience**

Bachelor's degree in Sociology, Child Psychology, Child Development, or closely related field. Three years of experience providing academic counseling and guidance to junior or senior high school students, child welfare, social work, juvenile justice administration, or closely related field. Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on the basis of two years of experience for one year of college.

### **Licenses and Certificates**

District approved certification of SARB training. Dropout Prevention Specialist Certificate preferred. Valid California driver's license.

### **Work Environment**

Work is primarily performed indoors where minimal safety considerations exist. Intermittently, the noise level of the office and flow of visitors may become disruptive and volatile.