

JOB DESCRIPTION
Pleasanton Unified School District

CHILD WELFARE AND ATTENDANCE SPECIALIST

Purpose Statement:

The job of Child Welfare and Attendance Specialist is done for the purpose/s of representing the district as liaison with social and legal jurisdictions in matters related to compliance with and enforcement of California Attendance Laws; representing the District in pertinent legal proceedings; assisting students, parents and school personnel in efforts to improve student attendance and reduce tardiness; and supporting the District's residency requirements.

Essential Functions

- Compiles information from a variety of sources (e.g. attendance patterns, referrals, legal reports, etc.) for the purpose of identifying students that are having attendance problems and/or preparing reports for presentation before the School Attendance Review Board.
- Conducts home visits for the purpose of determining the causes of poor attendance, communication of truancy findings to parents, locating truant students, and/or counseling family on issues affecting student attendance.
- Interacts with community organizations (e.g. probation, police, social services, counseling agencies.etc.) for the purpose of assisting students and/or their families with issues that are a hindrance to participation in school.
- Investigates residency issues for the purpose of supporting the District's residency policies.
- Monitors attendance patterns of referred students for the purpose of determination of appropriate follow-up action.
- Participates in district hearings for the purpose of representing the district with regard to truancy findings and recommendations.
- Participates in meetings and programs regarding methods of minimizing unauthorized student absences for the purpose of conveying and/or gathering information that assists in addressing truancy in District.
- Prepares documentation (e.g. reports) for the purpose of conveying information and/or written support.
- Provide training and in-service for students, staff and parents for the purpose of informing them of the availability of services and opportunities for At-Risk students.
- Provides information to students and parents regarding attendance policies (e.g. home visits, correspondence, school meetings, etc.) for the purpose of increasing their awareness of district and state policies/guidelines.
- Researches attendance issues for the purpose of gathering information to resolve issues and/or take appropriate action in conformance with established policies.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes; policies; regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment and pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with highly confidential information; communicating with diverse groups; being attentive to detail; displaying tact and courtesy; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 17