

DUBLIN UNIFIED SCHOOL DISTRICT
CHILD WELFARE AND ATTENDANCE SPECIALIST Job Description

GENERAL DESCRIPTION

Under the direction of a Director or Administrative Designee in Educational Services, the Education 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 DUTIES:

- 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 the 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.
- Provide 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:

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

MINIMUM REQUIREMENTS

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with 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 maintain accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, 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 the 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.

EDUCATION AND EXPERIENCE**Education**

High School Diploma or Equivalent. Associate of Arts Degree desirable

Experience

Two years of job related experience with increasing levels of responsibility is desired

Certificates and Licenses

Valid California Driver's License and Evidence of Insurance in accordance with California Law

Clearances:

Criminal Justice/Fingerprint Clearance

TB Clearance

Salary Range: Schedule A Range 16