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<b>Position:</b>	Student Attendance Officer	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Student Services and School Attendance	<b>Salary Grade:</b>	17
<b>Reports to/Evaluated by:</b>		<b>Salary Schedule:</b>	Non-Operations

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**SUMMARY**

Under general direction serves as liaison between school, home and community agencies to promote and enhance student attendance and adjustment to school routines. Conducts home visits to determine cause of student absences and truancy. Provides assistance to families and students to enhance school attendance and child welfare.

**DISTINGUISHING CAREER FEATURES**

The Student Attendance Officer I level represents the second in a multi-level career path dedicated to enhancing student attendance and welfare, typically in school environments having federal Title I funding. Advancement to Student Attendance Officer II requires the ability to lead a small team that provides outreach in a variety of environments. The Officer II level will also lead projects designed to enhance student attendance and welfare.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Meets with principals, counselors, teachers, and other staff members concerning student attendance referrals. Reviews student records to identify irregular attendance patterns. Researches and / or traces student’s change of home address or school.
- Provides off-site assistance to school attendance reporting staff by verifying student absence/attendance, making phone calls, and following up with home visits.
- Visit the homes of students with attendance problems, providing guidance to parents on how they can assist in improving student attendance and academic success. Advises parents and students on the necessity for regular attendance, providing information about State requirements and school district rules and regulations.
- May make observations about home situations and observe student special needs. As needed, refers students/families to appropriate agencies.
- Participates in, and may facilitate home-based and/or community-based meetings for parents that are designed to provide discussion and information on improving parent-to-school relationships and enhancing student learning.
- Prepares and presents oral and written reports concerning home visits. Prepares other reports and records as requested by appropriate school and county agencies.
- Prepares for and participates in meeting at local schools, School Services and Student Attendance office and District office to determine student’s special needs.
- Provides transportation to students and parents as necessary to assure compliance with school rules and regulations or to provide emergency assistance. Arranges for transportation and appointments

for students and families to receive school-related immunizations, physicals, medical care and clothing.

- Prepares appropriate recommendations from Director's (or designee) approval on items such as student transfers, referrals and SARB violations.
- Investigates complaints of student absence, neglect or abuse from public agencies and others. Follows up on violations of SARB agreements. Provides recommendations on referrals and transfers.
- Assists in the identification of students with social, emotional and academic needs that may affect school attendance.
- Develops, establishes and coordinates community resource contacts. Maintains information systems on available community resources for use by District personnel, parent groups and families.
- May serve on District and community committees related to student attendance, cultural issues, and general student and family welfare. May attend School Attendance Review Board proceedings.
- Assesses the effectiveness of community-based resources in meeting school/community needs. Initiates and makes introductions so that agencies and resources can play a larger role in student success.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures. Requires considerable knowledge of the principles and practices of child guidance and development along with an understanding of cultural and minority issues relating to the student population.

**Abilities:** Requires the ability to work with confrontational situations in dealing with student and parent problems, referring complex problems to higher authority. Requires the ability to work with students and parents in a wide variety of settings. May be required to communicate in a second language and is required to work in a multi-ethnic settings. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines.

**Physical Abilities:** Requires the ability to work indoors and engaged in work of primarily an active nature. Requires ambulatory ability to stand and walk for sustained periods of time. Requires sufficient visual acuity to read printed materials, view a computer screen, drive a personal vehicle, and observe small group and home activity. Requires manual and finger dexterity to use a computer keyboard and manipulate equipment used for instruction. Requires auditory ability to hear voice and carry on conversations.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; supplemented by college level course work in social work, behavioral science, early childhood education, or equivalent and two (2) years of progressively responsible experience with a community-based social services agency. Experience working with children and attendance problems is preferred. Any equivalent combination of education, training and experience.

**Credential Requirements** Valid Driver's License.