



Fremont Unified School District

Classified Job Description Child Welfare and Attendance Specialist

Definition

The Child Welfare and Attendance Specialist reports directly to the Director, Student Support services under general supervision assists with the communication among school, home, social service and legal agencies for at-risk students, supports efforts to improve poor school attendance and tardiness, personally contacts students, parents and community agencies regarding student problems; attends Student Attendance Review Board (SARB) hearings, assists with the transfer of students to alternative education programs and performs related work as assigned. This class is responsible for maintaining detailed standards related to the attendance of students. Incumbents work closely with attendance clerks, principals, administrators, youth and family services programs, school nurses and outside health agencies, the Fremont Police Department, and the Office of Student Support Services. Work is performed independently and successful performance requires the exercise of sound judgment in coordinating child welfare and attendance activities and programs.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on the assignment, duties may include but are not limited to the following:

- Monitors student attendance at assigned schools; consults with site administrators and other personnel regarding
- Student attendance and punctuality.
- Meets with students and parents, both at the school site and during home visits.
- Contacts appropriate community or legal agencies regarding student attendance and health related problems.
- Collects information and documentation regarding students from a variety of sources including parents, school and community agencies.
- Investigates cases before SARB hearings; conducts mini-SARB or SARP hearings at a school site; attends and participates in district-level SARB hearings.
- Communicates results of hearings to students, parents, school administrators and appropriate community agencies;
- Makes referrals to such agencies as necessary.
- Assists in the transfer of students to alternative educational programs when appropriate.
- Participates in special programs designed to curb unauthorized student absences in conjunction with the schools and the police department.
- Prepares a variety of correspondence and reports; assists with writing of reports following hearings. May transport students and /or parents to school meetings and community agencies.
- Collaborates with health services coordinator in regards to student health needs.

Qualifications

Successful Experience in:

- Developmental needs and characteristics of school-age youth.
- Basic rules of attendance for school-age students.
- Basic principles and techniques in communicating and providing advice to students and families. Program rules, regulations, requirements and restrictions.
- Computer applications related to the work, including word processing, spreadsheet and database applications. Standard office practices and procedures, including filing and the operation of standard office equipment. Appropriate local community agencies to which referrals may be made.
- Techniques for dealing with individuals of various ages and socio-economic groups, often where relations may be strained.

Ability to:

- Understanding, interpreting and explaining rules, regulations and laws governing student attendance.
- Providing information, advice and referrals to students and their families. Analyzing a variety of situations and taking appropriate action.
- Establishing and maintaining confidential records regarding students and their families. Creating and maintaining schedules and coordinating activities with various groups.
- Providing services in crisis situations, remaining calm and using sound, independent judgment. Communicating effectively with individuals of various ages and socio-economic groups. Compiling and preparing a variety of reports.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education: Equivalent to graduation from high school supplemented by post-secondary course work in child development, peer counseling or a field related to the work.

Experience: Two years of related experience. Experience working in a school district is desirable.

Physical Demands and Work Settings:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer, and to travel to various school and home sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non-Exempt	N: 8/96 R: 02/03 R: 09/15	21

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:
<http://www.fremont.k12.ca.us>