

STUDENT ATTENDANCE LIAISON

JOB SUMMARY

Under general direction of the site administrator, assist with the student attendance program. Contact parent or guardian to verify student absences. Prepare student absences for supervisor review and perform follow up activities. Make phone contacts to parents and students. May make home visits where situations appear chronic.

TYPICAL DUTIES

Assist with student attendance related issues, problems, and concerns. Initiate contact and maintain ongoing supervision with students having attendance problems and follow-up with parents. Make daily phone contact with parents and students who are absent. Meet with students to discuss attendance issues. Coordinate District activities with law enforcement agencies as required. May attend SARB meetings. Provide education awareness to students and/or parents with the primary focus on attendance, drug involvement and gang awareness. Maintain contact with community agencies and law enforcement agencies, making referrals for specialized services as required by the site administrator. Meet with the Principal and/or site administrator to identify students having attendance problems and discuss concerns and resolutions. Provide positive reinforcement to students who improve attendance. Meet with parents and students to explain and sign attendance contract. Perform follow up contacts with parent or guardian unable to be reached by telephone by driving to other District locations and/or students' homes and provide information concerning student attendance procedures. May initiate SARB process. Maintain necessary records and data, prepare and process written materials and documents for the purpose of disseminating information regarding student attendance. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and college course work in psychology, criminal justice, or related field and at least two years of recent experience in an educational organization.

Knowledge of:

Principles, practices, and techniques of Student Attendance Review Board (SARB). Governmental and public school district procedures. Legal mandates, policies, regulations, and guidelines pertaining to student attendance. Telephone procedures, techniques, and etiquette in possible negative telephone situations. Modern office practices and procedures, and the use of computer terminals and data entry equipment.

Ability to:

Plan, organize, and complete professional level responsibilities independently. Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers. Learn methods, regulations, and guidelines regarding student attendance verification. Collect, objectively analyze and present data; and prepare sound recommendations and reports. Write clearly and concisely and prepare comprehensive reports. Speak clearly and concisely and make presentations to small and large groups. Meet schedules and time lines.

STUDENT ATTENDANCE LIAISON

Page 2

Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for insurance coverage.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is subject to sitting for prolonged periods. Regularly required to stand; walk; use hands to handle, or feel objects, tools, or controls; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch. The selected candidate must be able to perform the duties of a rigorous work schedule which and pass a physical examination and drug screen.

WORKING CONDITIONS

Office setting, climate controlled. Subject to sitting for long periods of time. Driving to other District locations and/or students' homes.