

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ATTENDANCE LIAISON

---

#### **DEFINITION:**

Under the direction of the Director, Child Welfare and Attendance, perform a variety of duties in support of student attendance and related activities; investigate and resolve school attendance and student welfare problems through interaction with students, school personnel, families and community resources; serve as liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness, child welfare; provide information and materials to parents to assist them in utilizing community services and local resources.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate communications and information between SARB and SART, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools.
- Contact parent/guardians and/or make home visits to resolve problems of student attendance and welfare; serve as a liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness and child welfare; assist in the development and implementation of procedures for reducing student truancy.
- Conduct home visits to discuss attendance issues with parents and residency verifications; respond to inquiries and provide information concerning attendance and SARB and SART policies, procedures and regulations; provide solutions, options or referrals to meet identified student needs.
- Respond to inquiries from staff and the public regarding child welfare and attendance issues; confer with parents and students to improve negative attendance patterns and increase an assigned school sites average daily attendance (ADA); provide services to maintain positive student attendance; provide assistance to the District's School Attendance Review Boards as necessary.
- Deliver school or District information to families as requested by Director; collaborate with school site administrators in the development and implementation of the SARB and SART process; monitor, assess and assist in resolving attendance issues at designated school sites; assist outside agencies with interventions; refer students with consistent issues to Director.
- Provide information and materials to parents to assist them in utilizing community services and resources; provide intervention support and refer students and families to local agencies or school services as appropriate; maintain records of parent-guardian/student contacts and follow-up memorandums to determine the degrees of improvement in student attendance.
- Compose correspondence including truancy and irregular attendance letters; prepare SARB and SART packets.
- Perform a variety of clerical duties in support of department activities such as preparing, typing, duplicating and filing instructional materials.
- Communicate with social services personnel, law enforcement or other agencies for referral or other information; monitor student attendance and family compliance with contractual agreements with schools or other legal agencies.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to conduct work.
- Attend and participate in a variety of meetings, hearings and conferences; process truancy petitions.
- Maintain current knowledge of State attendance rules and regulations.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: graduation from high school and one year of working with school age children in an organization setting or learning environment.

### **Licenses and other Requirements**

- Valid California Class C Driver's License.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

## **DESIRED QUALIFICATIONS:**

- Two years working with children in a school setting.

### **Knowledge of:**

- State and local laws, rules and regulations relating to student attendance.
- SARB and SART policies, procedures and related documents.
- Community resource organizations including various Federal, State and County agencies.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Organizational operations, policies and objectives.
- Operation of a variety of standard office equipment including computer and assigned software.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

### **Ability to:**

- Serve as a District liaison between schools, students, parents and families.
- Coordinate communications and information between SARB and SART, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools.
- Schedule and conduct SARB and SART conferences at school sites and homes.
- Participate in the development and implementation of the SARB and SART process.
- Interpret, apply and explain attendance rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compose correspondence and written materials independently.
- Prepare required documents and informational packets for various SARB and SART hearings.
- Maintain records and prepare comprehensive reports.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor Office Environment.
- Drive a vehicle to conduct work.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 1/27/1997**

**Unit Approved: 9/13/1996**

**Board Approved: 2/11/1997**

**FLSA Status: Non Exempt**

DRAFT