

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SARB SPECIALIST

DEFINITION:

Under the direction of the Director of Child Welfare and Attendance, coordinate communications and information between the School Attendance Review Board (SARB), personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; schedule and conduct SARB conferences, meetings and hearings at school sites and homes; provide assistance to K-12 sites and community to ensure the District's attendance policies are implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct home visits and/or calls to discuss attendance issues with parents and guardians; respond to inquiries and provide information concerning attendance and SARB policies, procedures and regulations; conduct SARB hearings, meetings and conferences to discuss student attendance/behavioral issues; enforce compliance of school attendance laws when parents have failed to enroll school aged children; provide solutions, options or referrals to meet identified student needs; prepare and maintain individual case notes and files.
- Coordinate communications and information between SARB, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; serve as a liaison regarding attendance issues; develop and implement procedures for reducing student truancy; provide information to families and students seeking alternative educational placements; investigate and resolve school attendance and student welfare problems through interaction with students, school personnel, families and community resources.
- Monitor, assess and assist in resolving attendance issues at designated school sites; assist outside agencies with interventions; assist school sites in the development and implementation of School Attendance Review Team (SART) meetings; provide technical guidance and program oversight to team associates.
- Communicate with families and attend court cases related to SARB; develop and prepare SARB reports; coordinate membership of SARB Board with representatives from various agencies.
- Prepare and attend court hearings to present cases; coordinate the collection of information and preparation of required documents for use in SARB hearings; develop the SARB calendar; communicate community concerns to appropriate District administrators.
- Compile information and prepare and maintain a variety of mandated and requested records and reports related to student attendance, SARB activities and assigned duties; maintain records of parent-guardian/student contacts and follow-up memorandums to determine the degrees of improvement in student attendance; establish and maintain filing systems.
- Communicate with social services personnel, law enforcement or other agencies with regards to referrals or other information; monitor student attendance and family compliance with contractual agreements with schools or other legal agencies.
- Drive a vehicle to conduct work.
- Attend and participate in a variety of meetings and conferences.
- Maintain current knowledge of State attendance rules and regulations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

SARB Specialist

- Any combination equivalent to: graduation from high school and three years of school age children in an organization setting or learning environment.
- Some experience working at a community based agency or experience working with at-risk students.

Licenses and other Requirements

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

DESIRED QUALIFICATIONS:

- Working with students from diverse ethnic, social, demographic and cultural backgrounds.
- One year experience working in law enforcement, probation or related.
- One year working with school age children.

Knowledge of:

- State and local laws, rules and regulations relating to student attendance.
- SARB policies, procedures and related documents.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Organizational operations, policies and objectives.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Operation of a computer and assigned software.
- Public speaking techniques.

Ability to:

- Coordinate communications and information between SARB, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools.
- Schedule and conduct SARB conferences at school sites and homes.
- Participate in the development and implementation of the SARB process.
- Interpret, apply and explain 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 and deliver oral presentations.
- Prepare required documents and informational packets for various SARB 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/in home/site environment.
- Adverse or extreme weather conditions.

- Driving 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.

Hazards:

- Regular exposure to fumes, dust and odors.
- Exposure to chemicals (illegal drug substances, cigarette smoke).
- Dissatisfied, hostile or abusive individuals.
- Extreme weather conditions.
- Exposure to dangerous, unsafe and unhealthy homes during site visits.

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: 4/1/2014

Unit Approved: 10/15/2014

Board Approved: 11/17/2014

FLSA Status: Non Exempt