

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Child Welfare and Attendance Liaison	CLASSIFICATION: Classified Non-Management (SEIU)
SERIES: Aides - Paraprofessional	FLSA: Non-Exempt
POSITION CODE:	WORK YEAR: 12 Months
DEPARTMENT: Student and Family Support Services	SALARY: C-46
REPORTS TO: Coordinator, Child Welfare and Attendance	BOARD APPROVAL: 04-03-00 BOARD REVISION:

BASIC FUNCTION:

Serve as the facilitator of the district School Attendance Review Board (SARB) hearings, and assist the Coordinator of Child Welfare and Attendance.

REPRESENTATIVE DUTIES:

Facilitate SARB hearings on an ongoing basis.

Assist in providing formal and informal trainings/workshops for parents/students, school sites, district personnel, school districts, county and statewide, California Association of Supervisors of Child Welfare and Attendance (CASCWA), Juvenile Probation Officers Association (JPOA), social service agencies, community-based organizations, law enforcement, and government agencies.

Serve as an advisor to Student Outreach Workers and school site staff regarding positive attendance matters.

Provide direct service in the area of attendance to district schools as assigned.

Attend County School Attendance Review Board meetings.

Assist the Coordinator of Child Welfare and Attendance with decisions, and make necessary arrangements, transfers, and SARB.

Serve as a referral agent to community-based organizations and government agencies as needed.

Maintain and provide documentation for State Mandated Cost Reimbursement as needed.

Assist the Coordinator of Child Welfare and Attendance with court presentations and all case filings in Juvenile Court, Department of Human Assistance, and District Attorney.

Maintain regular contact with surrounding school district regarding interchange of students, and supervise completion of contracts of students involved.

REPRESENTATIVE DUTIES: (continued)

- Conduct follow-up on students having gone through SARB.
- Provide information for district reports as required.
- Organize and maintain student SARB files, and provide data as needed.
- Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma, and four years experience in school community work or equivalent, and two years experience working with high-risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community resources available to students and families.
- A clear understanding of laws and codes related to truancy and dropouts.
- Community organizations, district regulations, and Education Codes.
- Computer programs in word processing, spreadsheet, and attendance monitoring.
- Facilitator skills.

ABILITY TO:

- Work with high-risk students and their families in areas of truancy and dropout.
- Work independently within the guidelines set by the Director of the Student and Family Support Services Department.
- Follow oral and written directions with minimal direction.
- Present information in a professional manner.
- Establish priorities and plan accordingly.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and outdoor environment; driving a vehicle to conduct work; contact with dissatisfied, violent, and abusive individuals; extremely stressful workload.

SAMPLE PHYSICAL ABILITIES:

Seeing, hearing, and speaking to conduct work; transport materials needed for conducting hearings.

(ZIP 100)

APPROVALS:

Personnel Services Department

Date

Superintendent

Date