

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Child Welfare and Attendance Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aides-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0798	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Student and Family Support Services	<b>SALARY:</b>	Range 46 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b> <b>HR REVISION:</b>	09-21-10

**BASIC FUNCTION:**

Perform highly complex duties related to child welfare and attendance including processing of appropriate documents; implement state rules and regulations relating to compulsory school attendance, admission, and intra/inter-district policies.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform highly complex duties related to child welfare and attendance including processing of appropriate documents; implement state rules and regulations relating to compulsory school attendance, admission, and intra/inter-district policies. **E**

Enforce compulsory school attendance laws as provided in Education Code and district policies; serve as an advisor to school site staff regarding attendance issues; coordinate and implement positive attendance programs. **E**

Advise and provide work direction, and meet with school staff regarding attendance issues on a daily basis; provide guidance and expertise in assisting high-risk families. **E**

Consult with parents to obtain information about students; provide information and counsel parents on issues related to school policies, programs, and related attendance laws; discuss irregular attendance. **E**

Maintain accurate and complete records of cases; prepare papers for court process; prepare all case filings for Juvenile Court, District Attorney, Department of Human Assistance, and community agencies. **E**

Attend County School Attendance Review Board (SARB) meetings to maintain regular contact with surrounding school districts regarding interchange of students to supervise, completion of SARB contracts, and networking with school districts. **E**

Provide formal and informal training and workshops for school sites, district personnel, other school districts, counties in California, and outside states, social work services, community-based organizations, law enforcement, and governmental agencies; serve as a referral agent to community-based organizations and government agencies as directed by assigned supervisor. **E**

Analyze, maintain, and provide ongoing documentation, data, or reports to district administration, the county, and state, i.e., the school district's truancies and dropouts, state-mandated cost reimbursement. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment. **E**

Attend various district and community meetings; drive a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years experience in child welfare and attendance or related experience in working with high-risk students and families. Advanced degree in social service field preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Applicable sections of State Education Code, Welfare and Institutions Code, Penal Code, and other state and federal laws, rules, and regulations.

Case management, facilitator skills, and effective community relations techniques and principles.

Community organizations and resources available to students and families.

A clear understanding of laws and codes related to truancy and dropouts.

District policies and procedures related to assigned function.

Legal and illegal substances.

Street gangs.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.

Record-keeping techniques.

Operation of a computer and related software.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication and investigative skills.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.

Work with high-risk students and families in areas of truancy and dropout.

Determine, use, and promote community resources available.

Work independently within set guidelines.

Present information in a professional manner.

Establish priorities and plan accordingly.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze, prepare, and maintain records and prepare reports.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Operate a computer and related software.

Prepare and deliver oral presentations.

Lift light objects according to safety regulations.  
Work effectively with constant interruptions.  
Diffuse hostile and volatile students and parents.  
Communicate effectively, both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately, and adopt or recommend effective courses of action.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and outdoor environment; constant interruptions; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist and to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied, violent, and abusive individuals; exposure to weapons, needles, lice, illegal substances, Hepatitis C, AIDS, tuberculosis, and dog attacks.