

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: CHILD WELFARE AND ATTENDANCE TECHNICIAN

BASIC FUNCTION

Under the direction of the Director of Pupil Personnel Services or designee, to provide liaison between school, home and community agencies; to provide assistance to school families; to assist staff with student problems regarding school adjustment, attendance and child welfare; and to implement the district's (SARB) School Attendance Review Board program. Incumbents in this classification provide service to students and families to ensure students regular school attendance to support academic success resulting in graduation from high school, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Visits assigned schools and consults with principals, teachers and other staff members concerning student attendance referrals; reviews student records to identify irregular attendance patterns; traces students' change of address or school
- Assists student attendance personnel to verify attendance by making phone calls and home visits
- Serves as liaison between schools and families by working together to find solutions to attendance problems; assisting to remove barriers to student punctuality and attendance
- Represents the district and presents district cases at School Attendance Review Board (SARB) meetings; maintains follow-up records of attendance of students previously referred
- Assists school staff with the School Attendance Review Team (SART) processes (e.g., review attendance, research historical patterns, meetings) as necessary
- Visits the homes of students with attendance problems to observe home situations; advises parents and students regarding regular attendance, providing information concerning school rules and regulations; determines student needs, makes referrals to appropriate agencies and records findings of the home visits
- Requests District requisition for the purchase of food, clothing and general school supplies for homeless or needy students/families; arranges family visits and item selections with participating retail store managers assuring confidentiality; delivers items, if necessary
- Assists with waiver of donations requested for student's school field trips, musical instruments, choir costumes, athletic uniforms, after-school programs fees, etc.
- Serves as District liaison for homeless students by identifying homeless students within District boundaries; assist with prompt enrollment; and disclose educational and other services to support homeless students' education
- Prepares and presents oral and written reports (e.g., attendance history, tardiness, early outs, mediation results) concerning attendance and child welfare issues as necessary
- Prepares for and participates in meetings at local schools to determine students' special needs (e.g., Individualized Education Program)
- Provides transportation information to students and parents as necessary (e.g., bus application forms; processing of bus passes; fare transfers; route planning; delivery of bus passes) to assure compliance with school rules and regulations
- Investigates complaints of student absence from public agencies and others
- Develops, establishes and coordinates community resource contacts (e.g., child/family services, medical insurance, Veteran's Administration); maintains information systems on available community resources for use by District personnel, parent groups and families
- Conducts training for District school staff on student school attendance, and homelessness

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- Provides technical assistance and participates in workshops and in-service training for District staff and others (e.g., LACOE workshops, District training to review changes in attendance processes)
- Completes drop-out reports for CBEDS (California Basic Educational Data System) and related data for CalPADS (California Longitudinal Pupil Achievement Data System)
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate modern office equipment; including automated record management and filing systems, and computers
- Interact with students and adults in a variety of situations
- Perform routine general office and clerical work with speed and accuracy

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Interpersonal skills using tact, patience and courtesy
- Standard office equipment, including computer terminals and microcomputers
- Numerical, alphabetical, and subject matter filing systems
- Basic principles of counseling children and adults
- Laws and policies related to homeless children, student conduct and attendance
- Basic methods and techniques of organization and planning
- Basic First Aid methods, procedures and techniques
- Telephone techniques, correspondence and report writing

Ability to:

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to the district or individual school
- Establish and maintain accurate files and records, and prepare concise and complete reports as required
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Establish rapport and communicate effectively with school-age children and adults
- Maintain high level of professionalism while keeping the needs of customers a top priority

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- Proficiency with Spanish, Chinese or Korean is desirable
- Work independently and autonomously with ease
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of paid experience working with youth related activities and students with attendance or behavioral problems in an educational setting.

Education:

An Associate of Arts Degree or sixty (60) units of coursework in adolescent behavioral science, counseling and guidance, or a related field is required

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a First Aid and CPR Certificate
- Possess and maintain a valid California Driver’s License along with evidence of insurability