

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: June 17, 2015

Salary Schedule: 20, Row: 18

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### JOB TITLE:    **ATTENDANCE SPECIALIST**

JOB PURPOSE STATEMENT:    Under the direction of the Director of Pupil Services, assists with the communication among school, home, social services and legal agencies for at-risk, foster youth, homeless and ESL students. Support efforts to improve poor school attendance, tardiness and drop out rates; follow up with drop out protocols and assist with prevention programs; personally contact students, parents and community agencies regarding student problems and perform job related work as assigned.

### JOB FUNCTIONS:

- May represent the District at County School Attendance Review Board hearings
- Prepare case work for SARB review
- Establish and maintain files and referral records of students and actions
- File suspicion of child abuse reports to appropriate agencies in accordance with State law and District policy
- Monitor student attendance at assigned schools
- Consult with and solicit referrals from site administrators, registrar, attendance staff and other personnel regarding student attendance, tardiness and dropout rates
- Meet with students and parents, both at the school site and during team home visits, to inform parents regarding available assistance and prevention programs in order to obtain parent cooperation and support
- Establish contacts and coordinate networking referral program with community and legal agencies for assistance for students and their families
- Communicate results of hearings to students, parents, school administrators and appropriate community agencies; make referrals to such agencies as necessary
- Assist in the referral to alternative educational programs when appropriate

JOB FUNCTIONS continued:

## JOB TITLE: **ATTENDANCE SPECIALIST**

Page 2

- Communicate with personnel, administrators and various outside organizations to exchange information, coordinate activities and resolve issues or concerns
- Assist with formal and informal training dropout preventions programs, foster youth laws, homeless identifications indicators and other areas as needed
- Research, compile, verify and prepare a variety of data, information, correspondence and reports
- Support and train site personnel with documentation and processes for School Attendance Review Team (SART), School Attendance Review Board (SARB), DA mediation and truancy court
- Maintain records (i.e. individual cases notes, files, contact log, database, etc.) of student served for the purpose of keeping accurate records and documenting program operations
- Establishes and maintains effective communication with students, staff, parents and the public
- Participate in District or site in-service training, as required
- Compute statistical information for various reports
- Assist in modifying programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate in the area of foster youth, homeless and ESL students
- Maintain consistent, punctual and regular attendance
- Performs other job related duties as assigned or needed
- Bilingual preferred

## JOB TITLE: **ATTENDANCE SPECIALIST**

Page 3

### PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (10 pounds), carry (10 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner

### JOB QUALIFICATIONS:

#### Education:

- High School Diploma or General Education Diploma (GED)

#### Experience:

- Two years of increasingly responsible clerical experience
- School experience preferred

#### Licenses, Certifications, Bonding, and/or Testing:

- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.