JOB DESCRIPTION
San Leandro Unified School District

Child Welfare & Attendance Coordinator

Purpose Statement

Under the general supervision of the Program Administrator/Supervisor, serve as a District liaison with social and legal jurisdictions in matters related to compliance with and enforcement of California Attendance Laws; represent the District in pertinent legal proceedings; assist students, parents and school personnel in efforts to improve student attendance and reduce tardiness.

Essential Functions

- Facilitates and coordinates professional development and in -service for students, staff and parents and informs them of the availability of services and opportunities for at-risk students.
- Works directly with students/families who experience difficulties in educational achievement due to social/emotional adjustment and/or attendance issues; provide community resources and refer students and families for social service agencies and case management services
- Collaborates with other district personnel and community organizations to assist students and/or their families with issues that are a hindrance to participation in school.
- Assist with implementing truancy and chronic absenteeism prevention programs for schools and recommend strategies to support and improve regular student attendance.
- Schedule and conduct home visits with assigned families to determine the causes of poor attendance, communicate truancy findings to parents, locate truant students and confer with families on issues affecting student attendance.
- Initiate and coordinate referrals to the Student Study Team (SST), Student Attendance Review Team (SART), Student Attendance Review Board (SARB) and District Attorney's office.
- Monitor the progress of students to ensure the availability of continued support after truancy intervention (SART, SARB and District Attorney Referral)
- Develop and monitor grant budgets; complete all program data requirements and reports
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required
- Provides resource materials and support when needed, researches relevant and current community resources; provides outreach and shares for special populations
- Schedule and facilitate family workshops and training for school staff and families. Encourage parent involvement in school programs

Other Functions

- Attends and participates in meetings, training and conferences as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Individual and/or small group case management for students and families to ensure effective wrap-around services and support

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; personal automobile for job-related travel may be required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The job is performed under minimal temperature variations.

Experience — Job related experience is required.

Education — Targeted, job related education with study in a job-related area.

Equivalency — Bachelor's Degree Preferred.

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	PENDING	48