

WELFARE AND ATTENDANCE SPECIALIST

Purpose Statement:

The job of Welfare and Attendance Specialist is done for the purpose/s of monitoring student attendance and/or compliance to district, local and/or state regulations; maintaining attendance/discipline files and records; processing legal documents; representing the District in attendance related proceedings; ensuring compliance with district, state and federal attendance policies; and working with parents to ensure appropriate student placement.

Essential Functions

- Attends Juvenile Court proceedings for cases referred from District SARB for the purpose of providing and/or conveying information.
- Compiles data (e.g. legal documents, attendance history, etc.) for the purpose of evaluating information and/or completing forms/documents required for School Attendance Review Board.
- Maintains a variety of confidential files and records (e.g. case files, legal documents, etc.) for the purpose of ensuring an up-to-date trail for audit and/or reference.
- Monitors students attendance and/or processes for the purpose of ensuring student compliance, making home visits and contacting parents.
- Prepares a wide variety of written materials (e.g. state reports, legal documents, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information in accordance with district, state and federal requirements.
- Represents the district in matters relating to truancy, suspension and expulsion for the purpose of presenting information and complying with district, state and federal policies.
- Responds to inquiries for the purpose of providing information and/or referring to appropriate personnel for handling.
- Serves as a liaison with community agencies (e.g. police, probation, counseling services, etc.) for the purpose of facilitating information between agencies and school district.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws related to student attendance

ABILITY is required to schedule activities; 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 but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 18