

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Welfare & Attendance Specialist I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-34/CSEA 125 Salary Schedule

(Former Classification: Case Manager)

BASIC FUNCTION:

Under general direction of an assigned supervisor, coordinate and implement a program for students in various career vocational education or other programs to provide students access to a variety of high quality learning options and activities; identify potential students and determine and evaluate needs to support students to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

Coordinate and implement a comprehensive program of needed services for students in association with the appropriate District department and various Federal, State, and local agencies to expand practices proven to raise student achievement. *E*

Coordinate various vocational and educational activities with District sites and departments and outside agencies to obtain opportunities for students in career/work related learning environments to meet the needs of students; develop and implement plans and goals for students. *E*

Identify potential eligible students; communicate program advantages to students and families in support of students achieving their personal best; assist in enrolling qualified students into program; work with site staff to monitor the attendance, grades, and work of students to assist students to stay in school on target to graduate. *E*

Provide assistance in problem solving related to economic needs; assist in building self-esteem and positive values according to program procedures; serve as a role model to demonstrate the character and skills for workplace success. *E*

Organize and collaborate with family support groups and provide assistance for vocational training or counseling services to meet the needs of students, families and sites. *E*

Make home visits as required regarding concerns such as attendance and behavior. *E*

Attend meetings within the District and with outside agencies to provide for the mutual assistance and support for individuals enrolled in the various career vocational education programs or other District programs. *E*

Promote educational programs, cooperation, conflict resolution, self-esteem, goal setting, academic achievement and attendance to identified students. *E*

Communicate with students, families, teachers, District personnel and outside organizations in a reasonable, timely manner to coordinate activities, exchange information, determine needs, and resolve issues or concerns. *E*

Prepare and maintain a variety of accurate records and reports related to identified students and related duties to ensure appropriate support and guidance are provided to improve student learning. *E*

Perform clerical duties including, filing, copying, record keeping and preparation of routine reports; operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computer and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation for high school and two years college –level course work and three years of experience in social services or a related area.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Individual and group behavior and effects of social and economic forces on individuals.
- Diverse backgrounds of District students.
- Principles and techniques of interviewing and recording information.
- Policies and objectives of assigned program and activities.
- Community resources.
- Applicable sections of the State Education Code and other applicable rules, regulations and laws.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.
- Operation of a computer to enter data, maintain records and generate reports.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.

ABILITY TO:

- Listen to students with patience and understanding.
- Develop constructive solutions to problems and prepare appropriate resources
- Coordinate activities with others to meet the needs of students in areas related to attendance, attitude and achievement.
- Communicate, understand and follow both oral and in written directions effectively.
- Maintain accurate records and prepare reports.
- Establish and maintain cooperative and effective working relationships with a diverse range of range of people.
- Analyze situations accurately and adopt an effective course of action within defined guidelines.
- Prepare and deliver oral presentations and in-services.
- Plan, prioritize and organize work to meet schedules and timelines.
- Learn new or updated computer systems and programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office or school/campus environment; driving a vehicle to conduct home visits; subject to working irregular hours; contact with dissatisfied individuals; contacts with staff, students, families, teachers, administrators, community agencies, the general public and community members; constant interruptions; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to observe and monitor students; dexterity to operate a computer or other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions