

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Welfare & Attendance Specialist II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Prevention and Intervention	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	May 23, 2018	SALARY:	G-36/CSEA 125 Salary Schedule

LANGUAGE OPTIONS:

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level in support of student achievement.

DISTINGUISHING CHARACTERISTICS:

Child Welfare and Attendance Specialist II – Incumbents do not require a second language.
Child Welfare and Attendance Specialist II (Bilingual) – Incumbents are required to speak, read and write in English and a second language.

BASIC FUNCTION:

Under general direction of an assigned supervisor, provide proactive assistance to school site personnel, families, and community in the areas of student support, early intervention and prevention for students with significant needs in academic, social, behavioral and attendance areas to provide students access to alternative learning options in support of student learning at grade level and beyond.

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.)

Counsel a diverse range of students individually or in groups regarding their conduct and behavior to assist students to demonstrate the character and competencies for workplace success; may intervene in disruptive or violent student behavior. *E*

Review documents for accuracy of information and process paperwork in reasonable, timely manner to meet the needs of the students, families and sites; implement State rules and regulations relating to compulsory school attendance, admission and intra/inter-District policies. *E*

Answer questions pertaining to rules and regulations and other matters concerning District expulsion and readmission procedures and practices. *E*

Establish collaborative relationships with teachers, administrators, social service system representatives, community groups, and families regarding student attendance, conduct, behavior, or misconduct and how to prevent impending problems. *E*

Plan and carry out courses of action relating to problems of student attendance or behavior to assist students to stay in school on target to graduate. *E*

Serve on and participate in the School Attendance Review Board (SARB) as assigned; attend and participate in meetings related to child welfare and attendance, including legal hearings to better assist the needs of students to learn at grade level and beyond. *E*

Enforce compulsory school attendance laws as provided in Education Code and District policies. *E*

Assist police officers in the arrest of parents with children who have outstanding warrants, as assigned. *E*

Establish collaborative relationships with staff, families, students and the community to assist students to engage in educational and vocational programs to stay in school on target to graduate; refer and link students and families to community resources and agencies to provide alternative learning options to promote students to stay in school and on target to graduate. *E*

Maintain accurate and complete records of cases; prepare papers for court process; serve subpoenas and represent the District in court hearings; make recommendations to court for placement of students, as requested. *E*

Translate/interpret in a designated second language, as needed to provide students, families, and sites access to high quality learning options and variety of activities in support of student achievement. *E*

Perform clerical duties pertaining to the position 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, computers and assigned software.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years college-level course work in social sciences or a related field and two years of responsible experience in the area of student attendance or social emotional support. Bachelor's degree in social sciences or related field preferred.

LICENSES AND OTHER REQUIREMENT:

Valid California driver's license; must pass Fresno Unified School District's language test to demonstrate proficiency in English and a designated second language if hired or assigned to bilingual position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable state and local laws, rules and regulations relating to attendance.
- Community resources available to diverse groups.
- Accurate record-keeping and case management techniques.
- Operation of a computer and data entry techniques.
- Current Software programs including but not limited to word processing and spreadsheets.
- Policies and objectives of the assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- The diverse backgrounds of District students.
- General issues relative to adolescent pressures and behavior.
- Correct English usage in oral and written communication skills, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Establish rapport and work effectively with individual students, groups of students and families.
- Demonstrate a strong, empathetic listening and interpersonal relationship skill.
- Work effectively with and recognize needs of the culturally and economically diverse groups.
- Work independently and determine appropriate action within clearly defined guidelines.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Learn new or updated computer systems and programs to apply to current work, as trained.
- 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:

Indoor and outdoor work environment; driving own vehicle to conduct work; contact with dissatisfied individuals, parents and students; possible fights and confrontations with community members; home visits to potentially unsafe neighborhoods; constant interruptions; repetitive activities

PHYSICAL ABILITIES:

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

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

E= Essential Functions