

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Student Attendance Review Board (SARB) Technician	<b>REPORTS TO:</b>	Executive Director
<b>DEPARTMENT:</b>	Prevention & Intervention	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-46/CSEA 125 Salary Schedule

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**(Former Classification: School Attendance Review Board Technician)**

**BASIC FUNCTION:**

Under general direction of the Executive Director or designee, implement and make decisions regarding the State and Board of Education statutes and regulations related to the School Attendance and Review Board (SARB) in a reasonable, timely manner to meet the needs of the District.

**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.)**

Organize and supervise the operation of SARB and mini SARB panels. *E*

Provide in-service training related to SARB and attendance procedures for teachers, aides, families and others as required through individual consultation, small groups or large groups to assist in the education of students at a high level. *E*

Conference with teachers, students, families, principals and other staff to identify and resolve problems to assist students to learn at grade level and beyond. *E*

Follow-up on students who fail to comply with SARB panel recommendations in support of providing students access to high quality learning options and encouraging students to stay in school on target to graduate. *E*

Coordinate and prepare all case filing in court, Department of Social Services, mini SARB panels and with the Fresno District Attorney's Office. *E*

Organize and work with school staff, families and community individuals and groups in child welfare and attendance functions; conduct home visits, as required to facilitate collaborative relationships with students and families to encourage students to stay in school on target to graduate. *E*

Monitor and explain evaluation and assessment of program objectives to sites, families and students as needed. *E*

Coordinate and provide information on the education counseling and truancy reduction program to students, families and sites. *E*

Maintain accurate and complete records of transactions; provide periodic statistical reports and evaluate records to ensure accuracy of information; assist with the preparation of the annual report for the School Attendance Review Records. *E*

Provide information and assist in developing, designing, writing and updating the SARB handbook annually. *E*

Oversee clerical staff assigned to SARB; train and provide clear work directions and expectations as needed to ensure reasonable, timely delivery of professional services to every site. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in sociology, psychology or related field and four years of responsible experience working in a social services program or community agency.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and practices of supervision and training.
- Current office practices, procedures and equipment.
- Operation of computer and appropriate software including but not limited to word processing and spreadsheet.
- Accurate record-keeping techniques.
- Current applicable sections of the State Education Code and other applicable laws as related to school attendance and SARB.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Perform a variety of clerical and record-keeping tasks requiring independent judgment and knowledge of subject matter.
- Train and provide clear work directions and expectations to others.
- Learn and interpret current applicable sections of State Education and other laws as related to assigned activities.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with others.
- Type 40 words per minute from clear copy.
- Work confidentially and independently with little direction and within scope of authority.
- Maintain confidential records.
- Compile and verify data and prepare reports.
- 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.
- 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 environment; constant interruptions; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting and operating a keyboard to enter data for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally; bending at the waist; kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to read.

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*