



**POSITION DESCRIPTION**

<b>Title: Attendance Specialist /Community Worker</b>	
<b>Department: SAFE</b>	<b>FLSA Classification: Non-Exempt</b>
<b>Bargaining Unit: CSEA 75</b>	<b>Work Year: School Year</b>
<b>Reports to: Director of SAFE/ Principal</b>	<b>Board Approval Date: TBD</b>

**Salary Grade: Range 17**

**Primary Function:**

Under the direction of the Student and Family Engagement administrator, school principal or certificated personnel, to work with Attendance Techs and Family Engagement workers to develop systems and process around case management for students with attendance concerns. OR Under the direction of a principal, serves in a liaison capacity between school administration and the community; facilitates community understanding of school programs and objectives; secures parent involvement in school activities.

**Essential Job Functions include, but are not limited to the following:**

1. By home visit or telephone call, informs parents of school activities and programs.
2. Contacts the community in an effort to obtain volunteers for school activities.
3. Make home visits and follow-up on referrals.
4. Informs parents of community services.
5. Notify parents, teachers, and instructional assistants of meetings that may be of interest.
6. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Any combination equivalent to: graduation from high school, supplemented by training and/or experience in computer skills and knowledge of computer databases and reports.

Knowledge of community service agencies and resources; problems and concerns of families in the community; school objectives, programs, and requirements.

**Licenses/Certifications:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

**Abilities and Skills**

- Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic
- Bilingual is preferred.
- Establish and maintain cooperative relationships with parents, school staff, and community organizations,

- analyze situations accurately and adopt an effective course of action;
- communicate effectively with parents, children, and school staff; and
- read and write at the level required for successful job performance.

### **Working Conditions**

School office equipment; may be required to attend evening meetings; may be required to drive own car.

### **Physical Abilities**

Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships, and identify and distinguish objects. Sufficient hearing to hear conversations in person and on the telephone, hear sounds clearly up to twenty feet, and have the ability to hear with both ears.. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects and move about the work area.

**Adopted: June 8, 1982**

**Revised: July 10, 1984**

DRAFT