



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CHILD WELFARE & ATTENDANCE SPECIALIST

DEFINITION:

Under the direction of the Assistant Superintendent, this position will perform a variety of duties in relation to promoting student health and academic achievement through attending school. Position will work closely with students, parents, schools and community agencies to achieve department specific goals and expectations related to attendance matters.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

District and School Support:

- Provide educational workshops or support groups for parents/families.
- Assist schools with the management of their attendance and welfare programs and procedures.
- Act as resource to districts and schools with regard to child welfare and attendance policies as they relate to education in California.
- Develop and provide in-service to school staff regarding laws, regulations, administrative regulation and procedures concerning attendance, student welfare and student discipline.
- Work cooperatively with district administration, school principals, attendance personnel and community agencies in the interpretation, implementation and enforcement of California compulsory education laws.
- Provide case management services for families of truant students.
- Perform home visits for truant students.
- Prepare and maintain individual case notes and files in coordination with law enforcement, public agencies, court systems, and school districts.

Leadership Activities:

- Organize and implement rules and responsibilities related to the County School Attendance Review Board (SARB).
- Remain current with developments in law, legal opinions and administrative matters related to attendance and discipline.
- Work cooperatively with county assigned SARB officer(s) and other law enforcement agencies.
- Monitor and audit district records for accuracy, completeness, and proper coding. Support and assist school districts with various issues related to attendance.
- Work with staff members and District administrative personnel in identifying needs and effective services to reduce absenteeism.

Community Collaboration:

- Engage community groups to garner support for school attendance.
- Educate community groups and families on the importance of school attendance.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's Degree with coursework in social sciences or related fields (social work, criminal justice, psychology) is preferred.
- Two (2) years paid or volunteer case management experience working with attendance, truancy and/or juvenile justice.
- Related college level education and/or experience may be substituted on a year for year basis. Experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.
- Valid California driver's license and evidence of insurance.



Tehama County Department of Education
Job Description
Child Welfare & Attendance Specialist

Official: MS
Effective: 07/10/19

KNOWLEDGE OF:

- Methods, procedures and terminology used in truancy and discipline.
- Deal effectively with parents, students and staff members.
- Prepare and deliver large and small group oral presentation.

ABILITY TO:

- Maintain confidentiality.
- Speak, read and write in appropriate English.
- Assemble, organize, and prepare data for records and reports.
- Communicate effectively both orally and in writing.
- Use interpersonal skills using tact, patience and courtesy.
- Utilize computer systems and software to collect and analyze program data.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent

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Created: <u>December 14, 2016</u>	Revised: <u>July 10, 2019</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>July 10, 2019</u>	