



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION STUDENT ATTENDANCE SPECIALIST

### DEFINITION:

Under the direction of a program Director, this position will provide support to Tehama County schools in developing and implementing attendance improvement strategies as well as directly supporting students who are at risk of becoming truant. Position will work closely with students, parents, schools and community partner agencies to address barriers to attendance.

### 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, which may be found in positions within this classification.

- Serve as a liaison between schools, families, and students to support attendance.
- Collaborate with attendance team members by planning, organizing, and implementing interventions to reduce absenteeism.
- Conduct home visits.
- Serve as a resource person to district and school staff.
- Arrange conferences with attendance team members.
- Refer students and families to community resources.
- Keep accurate records of services provided.
- Utilize the attendance database to analyze and monitor student attendance.
- Serve as a member of the County School Attendance Review Board (SARB).
- Support the creation of school site initiatives to increase family engagement.
- Educate parents as to the importance of school attendance.
- Perform other related duties as assigned. Drive frequently for department business.

### EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described;

- Bachelor's degree preferred.
- Experience implementing attendance improvement strategies or college-level coursework in social sciences, education or related fields.
- Experience working with children and families is preferred. Bilingual (English/Spanish) preferred.

### KNOWLEDGE OF:

- Methods, procedures, and terminology used in truancy and discipline.
- Data collection and reporting.
- Computer applications related to the work including: word processing, database, spreadsheet software, and web-based programs.
- Preparation, monitoring, and reporting techniques (attendance and student activity data).
- Grammar, spelling, vocabulary, and punctuation.
- Business arithmetic and basic statistical techniques.
- Resources available to students and families.
- Modern office administrative practices and procedures related to the department assigned.

### ABILITY TO:

- Collaborate effectively and appropriately with school staff, parents, students, and other community agencies.
- Deal effectively with parents, students, and staff members.
- Schedule and facilitate group meetings that include administrators, school staff, families, students, and county office staff.



Tehama County Department of Education  
Student Attendance Specialist

Official:   
Effective: 11/06/2024

- Maintain confidentiality.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Demonstrate initiative in establishing and maintaining professional working relationships.
- Utilize computer systems and software to collect and analyze program data.
- Use interpersonal skills including courtesy, flexibility, professionalism, and patience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

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.

**HRS Office Use Only**

Created: June 12, 2023 Revised: November 6, 2024

**APPROVED**

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 