

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Child Welfare and Attendance Specialist

**Classification:** Classified

**Department/Site:** Student Services

**Salary Schedule:** Classified

**Reports to:** Director of Student Services

**Salary Range:** 36

**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to provide leadership and technical assistance to school site classified personnel that are involved with daily attendance records and the end of the month Average Daily Attendance (ADA) record keeping procedures. This position provides consulting services to site administrative personnel that oversee attendance.

### ESSENTIAL FUNCTIONS

- Provides leadership and technical assistance to site administrators and classified personnel involved with daily attendance, and Average Daily Attendance (ADA) and record keeping procedures.
- Demonstrates and develops Standard Operating Procedures (SOP) manuals etc. of all aspects of Attendance functions to ensure accuracy in gathering and reporting attendance information.
- Gathers and consolidates Average Daily Attendance (ADA) information and prepares state reports; maintains and safeguard documentation of amount claims.
- Compiles a variety of data reports for the purpose of use by administrative personnel in the analysis and projection of attendance trends.
- Assists site personnel in the selection of available reports and writing queries for custom reports.
- Coordinates regular meetings of site Attendance personnel.
- Schedules and prepares for District level School Attendance Review Board (SARB) meetings.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police and Sheriff's Departments and other community-based organizations.
- Interprets District daily attendance/ Average Daily Attendance (ADA) needs to software manufacturer/ developer.
- Provides registration guidance to school sites with the correct procedures, processes, and protocols to follow for registering students.
- Performs a variety of clerical and record-keeping duties requiring independent judgment and knowledge of current statutes, regulations and other policies related to transfers.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families and sites; assist with preparation of data and reports for transfers.

### OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

- District attendance and registration policies procedures and terminology.
- Modern office practices and procedures.
- Basic accounting procedures.
- Current applicable sections of State Education Code and other applicable laws.
- Accurate record-keeping techniques.
- Operation of a computer and data entry techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Report writing methods and techniques.
- Current office practices, procedures and equipment.

**Skills and Abilities to:**

- Prepare and maintain accurate student attendance records, submit reports for local, County, State and other ADA purposes.
- Communicate, understand and follow both oral and written directions effectively.
- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy.
- Type and enter data accurately.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Operate a variety of office equipment.
- Communicate effectively, both orally and in writing.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in 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, procedures, policies, objectives and goals.

**RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of responsible experience working in one of the following: social services program, community agency, or a school district, that includes working with at risk children with attendance concerns.

**Education:**

High school diploma or equivalent. Supplemented by two years of college level course work units in one of the following: Sociology, Psychology or related field from an accredited college or university.

**Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid CDL

**Clearances**

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)