

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Child Welfare & Attendance Liaison
Department/Site: Student and Family Support Services
Reports to: School Site Administrator

Classification: Classified
Salary Schedule: Classified
Salary Range: 23
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Child Welfare & Attendance Liaison (CWAL) works with families to address truancy issues, by making home visits, establish relationships with students, connecting with families to provide resources to parents, providing consistently enforced consequence for habitually truant students, supporting the School Attendance Review Board (SARB) process, collaborate and assist with the school attendance secretary in monitoring the student attendance. CWAL will work with MUSD staff and community partners to connect the families and identify resources on state attendance rules, regulations and policies regarding attendance, and assist in facilitating parent events related to attendance.

ESSENTIAL FUNCTIONS

- Serves as liaison between school and families by working together to find solutions to attendance problems; remove barriers to student punctuality and attendance.
- Conducts home visits in order to provide information for families regarding the mandated attendance policies of Madera Unified School District and the state of California: to provide families with access to resources that will support the students' regular attendance.
- Assists in the enrollment and disenrollment process to ensure students are present in school by performing home visits, phone calls to parents/guardians the verification of school enrollment to reduce chronic absences for the site and the district.
- Monitors targeted student attendance data.
- Collaborates closely with school site staff and administration, and district office School Attendance Review Board (SARB) representatives to improve student attendance and to provide parents and students with a stronger connection to the school.
- Facilitates parent events for attendance related where families can gather resources and important information including attendance policies, portal for on-line grade access, and programs offered to support students.
- Collaborates with community agencies (e.g., law enforcement, local businesses etc.) for the purposes of providing strategies and resources to increase school wide attendance.
- Performs a variety of clerical duties to prepare and maintain digital records (e.g. schedules, runs attendance records, referrals) for documenting activities to ensure the availability of information for future reference and/or audits for compliance of established policies.
- Responds to a variety of inquiries from internal (site administrators) and external parties (e.g. parents, students, district office) for the purpose of providing attendance information and data, attendance policies, searching attendance records, facilitating communication concerning attendance and/or directing to the appropriate parties.
- Establishes collaborative relations with teachers, administrators, social services representatives, community groups and families regarding student attendance.
- Plans and carries out courses of action relating to problems of student attendance or behavior to assist students to stay in school on target to graduate.
- Assists school staff with the School Attendance Review Team (SART) processes (e.g. review attendance, research historical patterns, meetings) as necessary.

- Work collaboratively with the Community Service Department to work bi-annually to update, support, maintain relevant information to better support, and serve students and families in Madera Unified School District.
- Participates in a variety of meetings, workshops, and /or training (e.g. attendance, SST, SART, SARB meetings) for the purpose of providing and receiving information to support staff, students, and families to improve chronic absences.
- Schedule a wide variety of attendance activities (e.g. appointments, meetings, SART meetings).

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Community resource organizations including various Federal, State, and County agencies.
- Modern office practices, procedures and equipment including computers, applicable software programs
- Maintaining confidential records and files.
- Customer service practices, telephone, and email etiquette.
- Basic math and calculations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Record-keeping techniques.
- District organization, operations, services, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Serve as a bilingual liaison between administrators, personnel, parents, and the community related to attendance.
- Communicate effectively both orally and in writing in English and a designated second language.
- Read, write, translate, and interpret English and a designated second language.
- Serve as an interpreter for attendance meetings, attendance conferences and other attendance events as assigned.
- Track and work with a variety of data and report information utilizing spreadsheets and databases.
- Schedule activities and events related to attendance.
- Work with frequent and sustained interruptions.
- Problem solving to analyze issues and create action plans; independent interpretation of guidelines.
- Flexibility is required to work with others in a variety of circumstances.
- Work with data utilizing specific and defined processes.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately to meet the requirements of the position.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Work with diverse individuals and/or groups; establish and maintain effective working relationships.
- Adapt to changing work priorities and as a part of a team.

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.

<p>MUSD BOARD APPROVED: MAY 26, 2020 MOTION NO. 175-2019/20 DOCUMENT NO. 396-2019/20</p>
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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 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of experience working with community and/or social services organizations preferably working directly with school age children. Experience working with school attendance issues is preferred.

Education:

High school diploma or equivalent.

OR

Associate Degree in child development or a related field from an accredited college or university is preferred.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License
- Certified Bilingual Proficiency in a Second Language

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (B)