

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Child Welfare and Attendance Aide

CLASSIFICATION: CSEA

REPORTS TO: School Administrator

BASIC FUNCTION:

The job of Child Welfare and Attendance Aide was established for the purpose/s of performing a variety of follow-up activities designed to prevent, minimize, and/or document student attendance discipline problems; providing liaison support between the school and the home or other agencies; and conveying attendance related information to appropriate parties; and providing general clerical support, information and/or direction as may be assigned at assigned school site.

RESPRENTATIVE DUTIES:

- Communicates with students for the purpose of understanding how they might assist and support students and families in attending school.
- Directs student workers for the purpose of providing guidance and meeting work requirements.
- Escorts students to class or to proper administrative office as needed for the purpose of providing direction, ensuring their safety and providing site security.
- Maintains a variety of manual and electronic documents, files, and records (e.g. student attendance, notification logs, truancy logs, MAA reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains automated student attendance system for the purpose of ensuring accurate tracking and documentation of student attendance.
- Monitors school facilities (e.g. grounds, corridors, restrooms, adjacent areas, parking lots, etc.) for the purpose of enforcing District rules and regulations pertaining to student's attendance, behavior and conduct.
- Monitors students in hall or leaving campus during class time for the purpose of ensuring student compliance with established guidelines.
- Notifies and communicates to parents and/or guardians of student absences for the purpose of meeting District administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.

- Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, email to teachers, truancy letters, detention slips, etc.) for the purpose of conveying information regarding school and/or District activities and procedures.
- Processes documents and materials (e.g. report discrepancies, status changes, absence verifications, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Procures homework assignments from teachers as requested for the purpose of disseminating information to absent students.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.
- Supports school office personnel (e.g. guidance counselors, nurse, office staff, Child Welfare Attendance Specialist, etc.) for the purpose of providing assistance with their functions and responsibilities.
- Verifies student absences by telephone or correspondence after checking Attendance Hotline (robo-call system) for the purpose of ensuring accurate attendance accounting.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance; and business telephone etiquette.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited.

Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities and working under minimal supervision; maintaining confidentiality; and ability to read, write and communicate clearly in English.

RESPONSIBILITIES:

Works under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

EDUCATION: High school diploma or equivalent.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- School year position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 16

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, 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.

Completion by Human Resources

Board Approval Date – June 7, 2016	
()	New Job Description/Reason: () Reclassification () Organization Needs
(X)	Revised Job Description
(X)	Revised Salary Placement
Change Effective date: July 1, 2015	