



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

STUDENT WELFARE AND ATTENDANCE SPECIALIST

JOB SUMMARY

Under general supervision, to act as a District resource, and provide assistance for administrators and teachers by monitoring student absences and providing support in dealing with underlying causes; to enforce compulsory education laws to insure continuing enrollment of students; to represent the District and act as a liaison to various committees and programs relating to student welfare and attendance; perform essential job duties and responsibilities and do other related work as may be required. Positions assigned to this class report to the Director of Student Support Services or designee. An incumbent does not supervise other positions, but coordinates closely with other supervisors, offices and schools in reference to matters relating to student welfare and attendance. This position is distinguished by an ability to establish effective rapport with staff, students, parents/guardians, and other agency personnel; with particular emphasis on counseling with students and parents/guardians.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Run reports and review student attendance data and assist individual schools who may have students with attendance problems;
2. Receive reports of absenteeism and coordinate appropriate follow-up with teachers, parents and students;
3. Assist school administrators in immediate and long-term handling of student attendance and welfare matters; Monitor student attendance and send reports to school administrators in order to provide intervention;
4. Schedule and facilitate School Attendance Review Team (SART) meetings at school sites;
5. Provide in-service training for staff with regard to student welfare and attendance problems and child abuse, how to run reports, and utilize programs like Student Information Systems (eg. Aeries) and Truancy Prevention Tracking System (eg. RaaWee);
6. Provide counseling for students/families with regard to student welfare and attendance problems and child abuse;
7. Responsible for locating truant students through CALPADS and phone calls and making referrals for alternative education programs for students whose needs are beyond the scope of school services;
8. Home visits and welfare checks with another employee for students with attendance concerns;
9. Act as liaison and assist school staff in working with Probation Department, Department of Social Services and other agencies;
10. Work with District health personnel and other public health agencies in matters relating to chronic illness and reports of child abuse;
11. Prepare and provide student records, submit referrals and follow up with agencies, such as law enforcement, social services, District Attorney and other community aid programs;
12. Case Management of student attendance contracts;
13. Gather information and prepare legal documents for referral to District Attorney mediation;
14. Prepare misdemeanor filings for School Resource Officers; prepare legal documents for court hearings and brief District Administrator/Custodian of Record;
15. Recruit SARB panel members from peripheral agencies; May participate at County School Attendance Review Board (SARB) hearings;
16. Evaluate student attendance records and prepare case work for SARB review and District Attorney (DA) mediation;
17. Schedule, coordinate, and take minutes for SARB and DA mediation meetings;
18. Serve subpoenas for SARB and DA mediation with another employee;
19. Establish and maintain files and referral records of students and actions;
20. Gather data and prepare reports for required end of the year county and CDE reports;

21. Assist with updates to the attendance handbook for district employees;
22. File suspicion of child abuse reports to appropriate agencies in accordance with State law and District policy;
23. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Provision of the various and appropriate sections of the various State Codes pertaining to student welfare and attendance;
2. District programs and policies relative to student welfare, conduct, and attendance;
3. Community resources, service and agencies;
4. Characteristics and behavior patterns of youth at various ages including youth gangs and trends in youth activities;
5. General public relations;
6. Correct English usage, spelling, grammar and punctuation.

Ability to:

1. Assimilate and evaluate information and data and prepare sound recommendations based on such information;
2. Prepare clear and comprehensive reports;
3. Type at a rate sufficient to effectively perform the typing duties required of the position;
4. Learn and utilize new and current technologies;
5. Objectively identify and determine nature of student's problems and issues involved and evaluate their relative urgency;
6. Listen to student's and parent/guardian's problems with patience and understanding;
7. Communicate clearly, both orally and in writing;
8. Understand and carry out oral and written directions;
9. Establish and maintain an effective working relationship with those contacted in the course work;
10. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: Equivalent to graduation from high school, supplemented by some course work in social work.

Experience: Work experience that includes working with students preferably in social service or welfare setting, or a community involvement program.

SPECIAL REQUIREMENTS

Must have an automobile available for use in the course of work. Bilingual language skills are desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job; Sit, look down, turn neck (frequently); Lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/manipulate materials and supplies (frequently); use vision, hearing & speaking (continuously).

Working Conditions: Indoor office, exposure to usual office sounds, office dust, student & playground noise, seasonal temperatures, dust and wind. Reasonable accommodation may be made to enable a person with disability to perform the essential duties and responsibilities of the position.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 40

December 2021