MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title
Attendance Specialist

II. Position Description
Under the direction of the Coordinator of Child Welfare and Attendance, provides assistance to enforce compulsory attendance laws and to ensure continuing enrollment of students. Acts as a liaison to various committees and programs relating to student attendance. Case carrier and serves on District S.A.R.B. Board.

III. Example of Duties/Responsibilities

A. Receives referrals regarding students with severe attendance problems-E
B. Makes home visits to assist with interventions prior to the case being referred to S.A.R.B.-E
C. Attends County S.A.R.B. meetings to provide for District/County communications
D. Follows up on referrals from the community regarding students' non attendance-E
E. Obtains information from variety of sources, to be used in evaluating referrals and making recommendations-E
F. Coordinates and follows up on S.A.R.B. referrals-E
G. Serves as a S.A.R.B. member and participates in the evaluation and recommendation process
H. Prepares records, reports, and correspondence related to S.A.R.B. referrals and the intervention process
I. Maintains confidential student files of cases assigned for monitoring
J. Follows up and monitors attendance referrals from Community Day School with community agencies-E

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Interviewing techniques, laws and policies regulating school attendance
• Problems in the community and the schools
• Various social service agencies in the community to assist parents
• District programs and policies relative to attendance

Ability to:
• Analyze situations accurately and adopt an appropriate course of action
• Understand and communicate effectively with children and adults of different cultural and ethnic backgrounds
• Establish and maintain cooperative working relationships with children, parents, school staff and community agencies
• Speak and write effectively
• Maintain accurate records
• Plan, organize, and follow through on referrals
Education and Experience
• Education: High School diploma or equivalent
• Experience: Applicant must show evidence of a desire to work with children through successful experience in neighborhood, community, school, or volunteer type activities
• Past experience in social agencies, schools, probation, police work, or military is desirable
• Bilingual is preferred

License and Certificates
• A valid California Driver’s License, have an acceptable driving record and qualify for insurability at standard rates by District’s insurance carrier.

Working Conditions
Environment
• School/community setting/office environment
• In home settings
• Subject to frequent interruptions

Physical Abilities
• Seeing, hearing and speaking to gather and exchange information
• Dexterity of hands and fingers to operate standard office equipment
• Sitting/standing for extended periods of time

Revised
3/99 am