

## ATTENDANCE AIDE

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision of the direction of the Assistant Superintendent of Business Services, will work to reduce the number of unexcused student absences and improve actual attendance.

### ESSENTIAL FUNCTIONS:

- Makes home calls related to student absences
- Transports students from home to school as needed
- Counsels parents regarding school attendance laws
- Verifies student absences for state attendance reports
- Acts as resource to parents of children with needs, such as clothing and medical attention

### EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Passage of CODESP Exam or equivalent test, or 48 units from an institute of higher learning, or AA/AS degree
- Safe driving practices
- Fluency in Spanish preferred

### KNOWLEDGE OF:

- Social and ethnic make-up of the school District
- Record-keeping, planning and scheduling
- Basic first aid practices, procedures and techniques

### SKILL TO:

- Read and write at a sufficient level to successfully perform the required duties
- Organize a task and carry to completion with efficient use of time
- Be self-directed and work independently
- Be sensitive to children
- Be observing and understanding of students and parents' problems related to school attendance
- Possess effective communication skills

### PHYSICAL FUNCTIONS:

#### *Ability to:*

- Hear and understand speech at normal levels
- See and read street names and numbers as well as other printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for extended periods of time

### EXPERIENCE:

Two (2) years experience working with children in an educational setting desired

**WORK YEAR:**

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Board adopted: February 14, 2012*