

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Attendance Liaison

II. Definition

To help identify students who are truant or likely to become truant. To help access attendance concerns and help support improved attendance. To perform related duties as assigned.

III. Examples of Duties

To identify attendance concerns through referrals or attendance printouts. To access attendance concerns through home visits, phone calls, and meetings. To advise students and parents regarding compulsory education laws and subsequent consequences of habitual truancy. Maintain records, logs, and files as required. To work closely with administrators and school staff to support student attendance. To participate in and support SARBS and DA Mediations to help increase student attendance.

IV: Distinguishing Characteristics

V. Employment Standards

A. Knowledge of:

Law and policies regulating school attendance.

Techniques and methods of interacting with individuals and groups.

Cultural Diversity issues.

District policies, rules and regulations.

Problems in the community affecting a child's attendance in school.

Special needs and characteristics of high risk students.

Methods and procedures used in standard record keeping.

Effective communication skills, both oral and written.

B. Ability to:

Establish and maintain cooperative relationships with parents, students, school staff and community organizations.

Analyze situations accurately and adopt an effective course of action.

Read and write English at the level required for successful performance of the job.

Adjust to flexible working hours (evening meetings/home visits).

Prepare and maintain accurate and up-to-date records, files, histories and other documentation of all services rendered.

Understand and follow oral and written instructions.

C. Education/Training/Experience:

Any combination of education, training and experience equivalent to two years of college with course work in social services or a related field plus at least two years of work experience in the areas of social services of education.

Pass promotional clerical test.

Valid California Driver's license.

Spanish Bilingual/Bicultural preferred.

D. Licenses/Certificates:

IV: Specific Qualifications

Date October 7, 2004

Range 22

Category Code _____