

Solano County
Office of Education

JOB TITLE: School Attendance Liaison (Range 46)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under supervision of the Director of Student Services, Equity, and Support, the School Attendance Liaison performs a variety of duties associated with school attendance, chronic absence and truancy prevention, at-risk students, and outreach services at school sites.

JOB REQUIREMENTS AND QUALIFICATIONS

- Associate degree with coursework in social sciences or related field such as juvenile justice, dropout prevention, or education and three years working with at-risk youth in an organized setting
- Minimum of three (3) years' experience working with at-risk students
- Experience in working with outreach services and school attendance
- Experience working with students in a formal intervention setting, such as alternative education or the juvenile justice system
- Possession of a valid California driver's license
- Ability to demonstrate leadership and communicate effectively with school personnel, students, parents, and community
- Knowledge of community support services available to students and families
- Ability to write reports as necessary
- Ability to deal with possible confrontational situations
- Knowledge of education code and all appropriate state and federal laws related to student attendance
- Ability to maintain confidentiality of records and information
- Ability to diffuse situations safely, calmly, and with authority
- Ability to interact effectively with culturally and economically diverse individuals and groups

- Ability to analyze situations and accurately adopt an effective course of action
- Ability to interact with district and school staff in a professional manner that encourages efficiency and problem solving

ESSENTIAL DUTIES

- Coordinate program to reduce chronic absence and truancy throughout the county and within Solano County Office of Education (SCOE) programs
- Develop, coordinate, and conduct training for chronic absence and truancy tracking and reporting
- Ensure uniform tracking and reporting of chronic absence and truancy data by school district personnel, including SCOE programs
- Serve as the County Office of Education liaison to the county truancy court
- Prepare and maintain individual case notes and files
- Collect information, prepare required documents and attend as needed in truancy court
- Coordinate the collection of information and preparation of required documents for use in School Attendance Review Board (SARB) hearings for SCOE programs
- Establishing communication with the families of truant students in SCOE programs and conducts home visits to promote attendance
- Assist district and school staff, including SCOE programs, in connecting at-risk students and families with appropriate available community resources
- Attends the Student Services Network meetings and provides reports and information as needed
- Works in collaboration with the Golden Hills Community School staff and administrators to support student attendance
- Develops and manages programs to improve attendance for the Golden Hills Community School
- Promotes parent engagements and assists staff and administrators at Golden Hills Community School in organizing family-centered events
- Counsel students at Golden Hills Community School on attendance and identifies resources needed to support attendance for each truant student

- Transports students from home to school and from school to home as directed by the Director of Student Services, Equity, and Support
- Establishes and maintains positive relationships with community entities, individuals, and groups
- Identifies resources for information and assistance in the County Office, community, and law enforcement agencies
- Performs related duties as assigned

MARGINAL DUTIES

- Assist at-risk students and families with community services
- May recruit and/or coordinate mentors or tutors for at-risk students
- May acquire resources beneficial to the SCOE's efforts to reduce chronic absence and truancy

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (35%)	Walking (70%)	Sitting (5%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)
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Frequent (3)	Very Frequent (4)	
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Lifting-lbs. (0-40)	Lifting (4)	Bending (4)
Pushing and/or	Reaching	Kneeling or

Pulling loads (3)

Overhead (3)

Squatting (4)

Climbing Stairs (3)

Climbing Ladders (3)