

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Child Welfare and Attendance
Liaison

CLASSIFICATION: Classified Non-Management
(SEIU)

SERIES: Aides - Paraprofessional

FLSA: Non-Exempt

POSITION CODE:

REPRESENTATIVE DUTIES: (continued)

- Conduct follow-up on students having gone through SARB.
- Provide information for district reports as required.
- Organize and maintain student SARB files, and provide data as needed.
- Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma, and four years experience in school community work or equivalent, and two years experience working with high-risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community resources available to students and families.
- A clear understanding of laws and codes related to truancy and dropouts.
- Community organizations, district regulations, and Education Codes.
- Computer programs in word processing, spreadsheet, and attendance monitoring.
- Facilitator skills.

ABILITY TO:

- Work with high-risk students and their families in areas of truancy and dropout.
- Work independently within the guidelines set by the Director of the Student and Family Support Services Department.
- Follow oral and written directions with minimal direction.
- Present information in a professional manner.
- Establish priorities and plan accordingly.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and outdoor environment; driving a vehicle to conduct work; contact with dissatisfied, violent, and abusive individuals; extremely stressful workload.

SAMPLE PHYSICAL ABILITIES:

Seeing, hearing, and speaking to conduct work; transport materials needed for conducting hearings.