

## STOCKTON UNIFIED SCHOOL DISTRICT

### CHILD WELFARE AND ATTENDANCE TRUANCY OUTREACH SPECIALIST

#### **BASIC FUNCTION:**

Perform duties related to child welfare and attendance truancy outreach specialist including processing appropriate documents, implementing State rules and regulations relating to compulsory school attendance, school admission and District policies under the direction of the Child Welfare and Attendance Administrator and/or Director of Student Support Services.

**REPRESNTATIVE DUTIES:** *Incumbents may perform any combination of the essential functions show below (E) This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements including, but not limited to:*

Enforce compulsory school attendance laws as provided in the Education Code and District policies; advise students and parents on educational objectives and school and District resources. (E)

Contact parent/guardians at their home to obtain information about students, provide information to parents on issues related to school policies and programs and related attendance laws, discuss irregular attendance, chronic absenteeism, and truancy. (E)

Locate students who may not have not registered for school within District boundaries, facilitate enrollment or verify school enrollment.

Promote students' educational program(s), refer students and families to District Social Services staff in order to link students and families to resources to aid in regular school attendance. (E)

Maintain accurate and complete records of home visits, cases and prepare supporting documentation for prosecution of truancy and/or referral to SARB. (E)

Perform related duties as assigned.

#### **License, Certificates and Other Requirements**

- Associate degree or NCLB compliant
- Valid California Driver's License and evidence of insurance
- Official transcript verification of high school completion and post-secondary education and training

#### **Knowledge and Abilities**

##### **Knowledge of:**

- Organization, procedures and operating details of the District
- Knowledge of social welfare and child development law and policies related to educational systems.  
Child Abuse Reporting Laws
- Applicable laws, codes, regulations, policies and procedures related to school attendance

- Resources within the District and in the community available to parents, teachers and students including State and Federal resources and community agencies and their role and ability to provide services not available in the District

**Ability to:**

- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with staff, parents and students
- Analyze situations and adopt effective courses of action; make child abuse reports, as appropriate
- Manage caseload under the direction of supervisor
- Maintain detailed and accurate records and case notes for auditing and control purposes
- Demonstrate the physical capability sufficient to perform job tasks
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions, write and speak at a level sufficient to fulfill the duties to be performed for the position described

**Working Conditions**

**Environment:**

- Office, school and community environments
- Driving a vehicle to conduct work
- May be asked to attend SARB, various District and school meetings, community meetings related to student attendance and truancy.

**Hazards:**

- Contact with dissatisfied or abusive individuals, animals, and potentially volatile situations
- Frequent car travel

**Physical Demands:**

- The successful applicant for this position must be able to:
- Enter data into a computer and operate standard office equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels in person and on the telephone, with or without hearing aids
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Frequently lift and carry up to 15 lbs for short distances

**SALARY PLACEMENT**

CSEA 821

RANGE 53

206 Days

CSEA 821 Approval: 05/26/16

Personnel Sub: 06/07/16

Board Approval: 06/14/16

Salary change board approved: 4/26/22