

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: ATTENDANCE OFFICER

### BASIC FUNCTION:

Under the direction of the Director III-Alternative Education, coordinate and monitor an attendance program designed to enforce the compulsory school attendance laws; serve as liaison between Alternative Schools Department, schools, districts, county probation and other agencies to coordinate services to improve school attendance; counsel students regarding attendance; coordinate School Attendance Review Board (SARB) hearings and meetings; conduct home visits as needed.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Coordinate and monitor an attendance program designed to enforce the compulsory school attendance laws; assure uniform compliance with State school attendance procedures; recommend policies and procedures to enhance program performance; develop attendance policies and procedures; develop, coordinate and conduct training for attendance reporting and attendance improvement.

Coordinate communications and information between SARB, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; serve as a liaison regarding attendance issues.

Make home visits to discuss attendance issues with parents; respond to inquiries and provide information concerning attendance and SARB policies, procedures and regulations; schedule and conduct SARB conferences at school sites and homes; provide solutions, options or referrals to meet identified student needs; prepare and maintain individual case notes and files.

Visit alternative community school sites as needed; identify and implement effective course of action to resolve attendance and enrollment issues; communicate with principals, school office staff and teachers regarding attendance issues and resolve concerns with specific student's attendance patterns; audit enrollment procedures and attendance records; reconcile school enrollment totals; review data to assure accuracy of ADA data being reported to the State; collaborate with school site administrators in the development and implementation of the attendance and related processes.

Notify parents and advise students regarding compulsory attendance laws and subsequent consequences of habitual truancy; compose independently or from oral instructions, correspondence and memoranda related to student suspensions, transfers, referrals, expulsions, reinstatements/readmissions and hearings and mail to parents.

Coordinate the collection of information and preparation of required documents for use in SARB hearings; attend and participate in SARB hearings; compile information and prepare and maintain a variety of mandated and requested records and reports related to student attendance, SARB activities and assigned duties.

Communicate with and resolve attendance concerns with internal and external agencies including social services personnel, law enforcement, probation, juvenile hall, foster care facilities, private group homes, alternative schools department, district attorney's office or other agencies.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and participate in a variety of meetings and conferences.

Maintain current knowledge of State attendance rules and regulations.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and local laws, rules and regulations relating to student attendance.

At-risk students and education programs serving such populations.

Local community resources.

SARB policies, procedures and related documents.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Organizational operations, policies and objectives.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and implement a County Office-wide attendance program.

Serve as liaison between Alternative Education Department, schools, districts, county probation and other agencies to coordinate services to improve school attendance.

Counsel students regarding attendance.

Develop attendance policies and procedures.

Coordinate and attend SARB hearings and meetings.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Compose correspondence and written materials independently.

Prepare and deliver oral presentations.

Prepare required documents and informational packets for various SARB hearings.

Operate standard office equipment including a computer and assigned software.

- Maintain records and prepare comprehensive reports.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in social sciences or related field and three years working with youth in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor work environment.
- Driving a vehicle to conduct work.

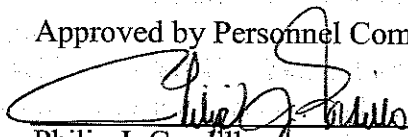
**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Potential for issues to develop during home visits.

Approved by Personnel Commission: June 23, 2011

  
 Philip J. Gordillo  
 Executive Director, Human Resources

7/01/11  
 Date