



PITTSBURG UNIFIED SCHOOL DISTRICT

CHILD WELFARE AND ATTENDANCE AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under direction of Student Services Office and general supervision by Student Services Director, to perform a variety of student support duties. Such duties may include home visits answering attendance referrals, discipline referrals, telephone contacts and assisting parents to utilize the school system effectively for the benefit of their students. Perform related duties as assigned.

EXAMPLES OF DUTIES:

Performs a variety of attendance related functions, not limited to the following:

- Monitor students' day-to-day activities as they relate to attendance
- Visit homes to verify or clarify reasons for a student's absence from school
- Advise parents and students regarding compulsory education laws and subsequent consequences of habitual truancy
- Check and monitor legal residence of incoming students
- Receives truancy referrals from the Child Welfare and Attendance Supervisor
- Writes responses to referrals received
- Be responsive to the Child Welfare and Attendance Supervisor in attending meetings of the department which require input to SARB and SSC functions
- Utilize good record keeping skills in the performance of his/her duties
- Exercise good judgment in approaching truant students on the street or in areas away from the school
- Report uncooperative truant students to district office and Child Welfare and Attendance Supervisor
- Be thoroughly familiar with Child Welfare and Attendance laws and able to assist in the enforcement of them
- Performs all other related duties as assigned

QUALIFICATIONS:

Knowledge Of:

- Law and policies regulating school attendance
- Techniques and methods of interacting with individuals and groups
- Public and private community services agencies
- District policies, rules and regulations
- Problems in the community affecting a child's performance and/or attendance in school
- Special needs and characteristics of high-risk students

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QUALIFICATIONS:

Knowledge Of: (cont.)

- Effective communication skills both oral and written.
- Local alternative education programs that are available to respond to the differential needs and unique learning styles of pupils.

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
- Prepare and maintain accurate and up-to-date records, files, histories and other documentation of all service rendered
- Perform physical job tasks related to positions

Training & Experience:

Be familiar with the Pittsburg Unified School District neighborhoods and various ethnic populations. One year of school experience in the classified service. Any combination of relevant experience and abilities may substitute for school experience.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Recommendation:

Placement on the Classified Aide Salary Schedule at Level IV, as this is a revenue enhancing position and corresponds to others in the classification

Board Approved: 07/26/89