



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ATTENDANCE SUPPORT CLERK

DEFINITION:

Under the directions of an assigned Administrator or Supervisor, perform a variety of duties in support of student attendance and student welfare problems through interaction with students, school personnel, families and community resources; serve as District liaison capacity between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness, child welfare; provide information and materials to parents to assist them in utilizing community services and local resources; and perform other job-related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Coordinate communications and information between District's School Attendance Review Boards (SARB), personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; contact parent/guardians and/or make home visits to resolve problems of student attendance and welfare; serve as a liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve school attendance, tardiness and child welfare; assist in the development and implementation of procedures for reducing student truancy.
- Identify students exhibiting irregular attendance patterns; communicate with parents regarding unexplained student absences or habitual truancy by telephone, email, mail or personal contact; maintain records of parent-guardian/student contacts and follow-up memorandums to determine the degrees of improvement in student attendance.
- Participate in District teams to conduct home visits to discuss attendance issues with parents and residency verifications; respond to inquiries and provide information concerning attendance and SARB policies, procedures and regulations; provide solutions, options or referrals to meet identified student needs.
- Respond to inquiries from staff and the public regarding child welfare and attendance issues; confer with parents and students to improve negative attendance patterns and increase an assigned school sites average daily attendance (ADA); provide services to maintain positive student attendance; provide assistance and attend the SARB hearings.
- Collaborate with school site administrators in the development and implementation of the SARB process; monitor, assess and assist in resolving attendance issues at designated school sites; assist outside agencies with interventions.
- May assist in conducting mass SART's with parents and school administrators.
- Provide staff members information on student's home and community environment and its effect on student attendance and performance.
- Provide information and materials to parents to assist them in utilizing community services and resources; provide intervention support and refer students and families to local agencies or school services as appropriate; maintain records of parent-guardian/student contacts and follow-up memorandums to determine the degrees of improvement in student attendance.
- Coordinate the collection of information and preparation of required documents for use 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; type and input data; establish and maintain filing systems.

- Compose correspondence including truancy and irregular attendance letters; may review SARB packets.
- Perform a variety of clerical duties in support of department activities such as preparing, typing, duplicating and filing instructional materials.
- Communicate with social services personnel, law enforcement or other agencies for referral or other information; monitor student attendance and family compliance with contractual agreements with schools or other legal 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, hearings and conferences;
- Maintain current knowledge of State attendance rules and regulations.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Interviewing and investigative techniques.
- Standard office machines and equipment, including computer systems and computers.
- Problems in the community and schools affecting children's attendance.
- Laws and policies regulating school attendance.
- Agencies available for parent/child support.
- For bilingual positions: Knowledge of written and oral Spanish or other designated language.

ABILITY TO:

- Investigate, analyze, and document situations accurately and suggest alternative courses of action to parents and staff.
- Understand and communicate effectively with children and adults of different cultural and ethnic backgrounds.
- Establish and maintain cooperative working relationships with parents, school staff, and community agencies.
- Operate a -computer and use appropriate software applications effectively.
- Understand and follow oral and written directions.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

One year of working with school age children in an organization setting or learning environment. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Use of a private vehicle or District vehicle is required.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment. Drive a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will involve sitting for extended periods of time, but will involve walking or standing for brief periods.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business related equipment, and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision Date: 2/1/2024