

## ATTENDANCE LIAISON AIDE

### DEFINITION

Under general supervision, serves in a liaison capacity between students, school, and the home, encourages parental involvement and understanding of school programs and objectives, makes home visits for the purpose of understanding and helping to alleviate the sources of student problems in relation to school attendance, and performs related work as assigned and/or required.

### ESSENTIAL DUTIES

- receives referrals regarding students with attendance problems
- contacts parents, teachers, and community agency personnel to obtain background information to help understand problems
- checks on possible parent neglect, and offers direct or referral assistance
- arranges conferences with parents, teachers, and school officials and participates in a liaison capacity
- works closely with school staff in explaining school programs and services to parents and in helping resolve problems that may arise
- assists in encouraging parent involvement with school programs
- makes home visits to work with parents to promote regular student attendance
- may assist in the registration of students
- works closely with school staff on student problems affecting regular attendance
- alerts nurse and/or appropriate agencies of possible student health problems
- keeps a log covering all contacts with students and parents
- may compile data for special reports
- provides written or oral testimony to the School Attendance Review Board (SARB)

### QUALIFICATIONS

**Knowledge of:** Interviewing and investigative techniques; standard office machines and equipment, including computer systems and micro-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; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position 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.

### **EXPERIENCE AND EDUCATION**

**Experience:** Paid or unpaid experience in neighborhood, community or volunteer type activities, and experience and ability to work with children is desirable.

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

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License. Use of a private vehicle or District vehicle is required.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.