



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Student Welfare &amp; Attendance Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 &amp; 11 months/Calendar 5002 &amp; 5013 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 50</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate communications and information between the School Attendance Review Board (SARB), personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; schedule and conduct SARB conferences at school sites and homes; participate in the development and implementation of the SARB process; attend School Attendance Review Team (SART) meetings.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- 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; develop and implement procedures for reducing student truancy
- Make home visits to discuss attendance or behavior issues with parents, verify student addresses, and conduct truant student or well checks; assist parents and staff with registering students relative to attendance and truancy concerns
- 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
- 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
- Notify parents of referrals, suspension, expulsion and hearing information as appropriate; compose independently or from oral instructions, correspondence and memoranda related to student suspensions, expulsions, reinstatements and hearings and mail to parents as assigned by the position
- Compile information and prepare and maintain a variety of mandated and requested records and reports related to student attendance, SARB activities and assigned duties; establish and maintain filing systems

- Receive and address disciplinary referrals as assigned by the position; discuss referrals with students and determine need for disciplinary action; provide information to students regarding support services offered by the District; track the completion of detentions assigned to students; conduct conflict mediations as needed
- Communicate with social services personnel, law enforcement or other agencies for referral or other information
- 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; attend SARB meetings; serve as a member of SART and other committees, and attend related meetings; testify in court as needed
- Maintain current knowledge of State and District 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 and truancy

SARB and SART policies, procedures and related documents

Record-keeping and report preparation techniques

Oral and written communication skills

District policies regarding graduation, truancy, attendance, SART/SARB and admissions

Practices 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

Public speaking techniques

**ABILITY TO:**

Coordinate communications and information between SARB, personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools

Schedule and conduct SARB conferences at school sites and homes

Participate in the development and implementation of the SARB and SART process

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

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor 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

**HAZARDS:**

Exposure to dissatisfied, abusive or violent individuals

Driving a vehicle during adverse weather conditions

Potential exposure to weapons, illegal substances and dog attacks