

CLASSIFICATION TITLE: *Attendance Outreach and Recovery Officer*

Salary Range: 24

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

The Attendance Outreach and Recovery Officer's primary focus is to identify those students at the school site that have three or more full day unexcused absences, or the equivalent, in a school year and start an intervention process to correct those absences. If the unexcused absences continue and the interventions are not successful at the school site, then a referral is made to SARB upon issuing of the third truancy letter.

Under general supervision the Attendance Outreach and Recovery Officer will take and review attendance for the purposes of recovering attendance and providing attendance support to truant minors and their families. The Attendance Recovery and Outreach Officer will also generate truancy letters and referrals to SARB. Additionally, the Attendance Outreach and Recovery Officer will provide campus supervision to maintain order and prevent illegal acts, and do related work as required.

DIRECTLY RESPONSIBLE TO: Principal, Alternative Education

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties; nor, do all of the listed examples include all tasks which may be found in positions within this classification.)

Campus Supervision:

Maintain the safety and order of students while enforcing school rules/regulations; monitors students while eating maintaining orderly student behavior and conduct; maintains discipline consistent with the school rules and philosophy; question students who are out of class to determine the nature of their activities; question visitors to the campus to make sure they are properly authorized; patrols the perimeter of the campus to encourage students' consideration of private property near the campus and to discourage non-student loiterers from entering the campus.

Student Safety:

Regularly inspects assigned areas for unsafe conditions and refers potential hazards to Administration; anticipates and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety; intervenes and resolves student disputes; report suspicious or unauthorized activities to school administrators; open and close safety/security gates and assist law enforcement as needed.

Attendance/Truancy:

Support staff in taking attendance, maintaining attendance records, and developing attendance reports; review attendance and generate truancy letters and referral to SARB; attend SARB hearings as necessary; notify parents of their children's truancy; meet with students to develop positive attendance plans; make home visits as necessary; provide transportation to school as necessary; monitor attendance of students on SARB contracts.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to graduation from high school and experience in working with youth in an organized setting. Training and/or experience with attendance procedures and the SARB process preferred.

License or Certificate:

Possession of a valid California driver's license and proof of insurability in order to drive from site to site.

Knowledge of:

Must have a working knowledge of the district and site policies regarding attendance and appropriate student behavior; basic security and safety procedures; truancy reporting and SARB referral procedures.

Skill and Ability to:

Develop rapport with both parents and students; defuse situations calmly and with authority; analyze and assess situations accurately and adopt an effective course of action; interpret student behavior and apply appropriate measures to enforce school regulations; work independently in carrying out duties of the position; prepare descriptive reports and maintain accurate records of attendance and discipline; understand and follow both oral and written instructions; effectively supervise students on school grounds and other areas as assigned.

Other Characteristics:

While performing the duties of this job, the employee frequently is required to sit, stand, walk, stoop, kneel, crouch, squat, twist and lift up to 50 pounds. Exposure to outdoor climate and possibly violent or abusive behavior.