

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGIONAL ATTENDANCE IMPROVEMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director – Student Support and Health Services or designee, facilitate communications between District office and school site staff; prepare and maintain a variety of records related to assigned region(s); assist in improving student school attendance.

ESSENTIAL FUNCTIONS:

Collaborate on the development, implementation, and evaluation of the comprehensive EGUSD Attendance Improvement Plan.

Provide early intervention services with referred students to provide guidance on obtaining and maintaining regular attendance.

Research resource materials and best practices for school staff on effective policies, procedures, and programs in relation to encouraging regular attendance for all students.

Develop, establish and coordinate community resource contacts. Maintain information systems on available community resources for use by school and families.

Act as a resource to administrators, guidance counselors, teachers, and other site personnel regarding student attendance , interpretation of policies/laws, and record keeping requirements.

Work closely with sites to provide positive encouragement to all students and their families about the benefits of regular attendance.

Foster positive relationships with students, families, and schools in order to maximize attendance and educational opportunities for students.

Collaborate with site staff to develop interventions for students who are truant or chronically absent and develop individualized plans to improve attendance.

Accurately maintain confidential record keeping of information on standardized forms including dates and names of persons contacted and results of contacts to ensure compliance with Elk Grove Unified School District (EGUSD) Attendance Improvement Process.

Organize and attend School Attendance Review Team (SART) meetings for targeted case managed referrals within designated region.

Serve as a liaison between schools and local agencies, such as social services and health resources, court services, and local law enforcement regarding truancy and chronic absenteeism.

Regional Attendance Improvement Technician - Continued

Visit the homes of students with severe attendance deficiencies, providing guidance to parents on how they can assist in improving attendance and academic success. Advise parents and students on the necessity for regular attendance, providing information about State requirements and school district regulations.

Attend and assist with regional Partners Against Chronic Truancy (PACT) meetings.

Assist with preparation of required reports and documentation for administrator presenting cases at Truancy Court.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Diverse populations and socioeconomic backgrounds of students.
Methods to assist in the development of increased attendance rates.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

ABILITY TO:

Provide specialized assistance and information to school staff and others concerning student attendance.
Perform various organizational and clerical functions.
Learn, interpret, apply and explain rules, regulations, requirements and laws related to assigned student services program.
Maintain current knowledge of program rules, regulations, requirement and laws.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and maintain a variety of records related to assigned activities and programs.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Sit for extended periods of time.
See to read a variety of materials.
Hear and speak to exchange information in person or on the telephone.

Regional Attendance Improvement Technician - Continued

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by two years of college level coursework in social sciences or a related field and two years of clerical experience involving record-keeping within a community based organization or school setting.

AND OTHER REQUIREMENTS:

Valid California Class C driver's license and use of an automobile.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and school sites.

Occasional contact with dissatisfied individuals.

Drive a vehicle as needed.