



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 11-2024/25  
DOCUMENT NO. 12-2024/25  
DATED: 08/28/2024

**FAMILY LIAISON AND STUDENT ATTENDANCE SPECIALIST**

**DEPARTMENT/SITE:** Student Services

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 36

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Student Services

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under general direction of the Director of Student Services, the Family Liaison and Student Attendance Specialist provides leadership and technical assistance to school site classified personnel that are involved with daily attendance records and monthly record-keeping procedures for reporting Average Daily Attendance (ADA) and to facilitate efforts to raise awareness among students and their families how important school and attendance are in their lives. This position provides consulting services to site administrative personnel that oversee attendance. The incumbents in this classification provide the school community with accurate and timely attendance reporting and reconciliation of student attendance and population which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the second level in the series. Positions in this class focus on student attendance and support at the level of policy development, program goals and objectives, and overall attendance issues and attendance discipline data collection and reporting Districtwide. The Family Liaison & Student Attendance Technician classification focuses on the level of day-to-day student attendance issues at a site and related interactions and wraparound support for the site's students and their families.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists site personnel in the selection of available reports and writing queries for custom reports.
- Compiles a variety of data reports for the purpose of use by administrative personnel in the analysis and projection of attendance trends.
- Conducts training sessions and makes presentations about attendance policies, procedures, and regulations to groups of District employees, students, and families.
- Coordinates regular meetings of site attendance personnel.
- Coordinates the preparation of the SARB end-of-year report.
- Demonstrates and develops Standard Operating Procedures (SOP) manuals of all aspects of Attendance functions to ensure accuracy in gathering and reporting attendance information.
- Gathers and consolidates Average Daily Attendance (ADA) information and prepares state reports; maintains and safeguard documentation of amount claims.
- Interprets District daily attendance/ Average Daily Attendance (ADA) needs to software manufacturer/ developer.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families, and sites; assist with preparation of data and reports for transfers.

- Performs a variety of clerical and record-keeping duties requiring independent judgment and knowledge of current statutes, regulations and other policies related to transfers.
- Provides leadership and technical assistance to site administrators and classified personnel involved with daily attendance, and Average Daily Attendance (ADA) and record keeping procedures.
- Provides registration guidance to school sites with the correct procedures, processes, and protocols to follow for registering students; performs enrollment and registration procedures as needed.
- Schedules and prepares for District-level School Attendance Review Board (SARB) meetings.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police and Sheriff's Departments and other community-based organizations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- District attendance and registration policies procedures and terminology
- Case management techniques and practices
- Modern office practices and procedures, and equipment
- Basic accounting procedures and math applicable to student attendance accounting
- Current applicable sections of State Education Code and other applicable laws relating to student attendance and attendance accounting
- Accurate record-keeping techniques
- Operation of a computer and data entry techniques
- District standard software (e.g., Email, Google forms, MS Office, Excel, PowerPoint, Aeries, Truancy Hunter, CalPADS, or California Longitudinal Pupil Achievement Data System)
- In-person and computer-based presentation skills, software, methods, and techniques
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Report writing methods and techniques

### **Skills and Abilities to:**

- Serve as a bilingual liaison between administrators, personnel, parents, and the community related to attendance
- Read, write, translate, and interpret English and a designated second language
- Prepare and maintain accurate student attendance records
- Submit reports for local, County, State, and other attendance data purposes
- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy
- Type/keyboard and enter data accurately at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Operate a variety of office equipment
- Communicate effectively, both orally and in writing in English and a designated second language
- Conduct training sessions, make presentations, and lead discussions with small groups of employees and others regarding attendance policies, procedures, and regulations
- Meet schedules and timelines
- Operate a computer terminal to enter data, maintain records and generate reports
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization

- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn district organization, operations, procedures, policies, objectives, and goals

**RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Bachelor's degree with a major in sociology, psychology, social work, business or related field from an accredited college or university. An Associate's degree plus an additional two years of qualifying experience may be substituted for the Bachelor's degree requirement.

**EXPERIENCE REQUIRED:**

Two (2) years of responsible experience working in one of the following: social services program, community agency, or a school district, which included working with at risk children with attendance concerns.

**LICENSE(S) REQUIRED:**

- Certified Bilingual Proficiency in a Second Language
- Valid, current California Driver's License to drive personal vehicle to various District sites for meetings and supporting site staff and to attend conferences, workshops, seminars, and trainings outside of the District.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, and crouching to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen