

BURBANK UNIFIED SCHOOL DISTRICT

**CLASS TITLE: STUDENT SERVICES AND ATTENDANCE
SPECIALIST FOR HOMELESS AND FOSTER YOUTH**

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, schedule and perform a wide variety of responsible duties related to Homeless and Foster students by providing data and guidance when it comes to child welfare, attendance, and site and community resources.

REPRESENTATIVE DUTIES:

Confer with community resources and other community agencies as needed to provide information and coordinate services to remove barriers for Homeless and Foster youth and families.

Consult with school administrators and staff on a regular basis regarding attendance, behavior and child welfare matters.

Collaborate with site attendance staff and the Student Services Director and Attendance Specialists to identify barriers and needs for Homeless and Foster youth.

Attend workshops and certification classes pertaining to attendance procedures, child welfare, and new legislation.

Provide case management services for Homeless and Foster youth in conjunction with site intervention teams, community resources and agencies, and county and state organizations.

May provide and/or assist in-services to school administrators and staff related to attendance procedures, child welfare and new legislation.

Contact and meet with parents of students referred by school site to determine cause of absence, refer to outside agencies, resources or Student Attendance Review Board (SARB) as necessary.

Update and Maintain the Educational Passport System (EPS) data-tracking system.

Review updates of the student data system with school staff to provide a chronological and accurate account of student enrollment, attendance and needs.

Act as the school District's Foster Child Liaison as mandated and provide guidance and interventions to those students and their guardians.

Work closely with teachers, counselors, administrators, school nurses, Psychologists and clerical staff on follow-up of cases.

Participate in the School Attendance Review Board (SARB) process for students on case load.

Maintain a variety of complex files and records in accordance with District policies and procedures, State and local rules and regulations and prepare related reports.

Maintain a current and accurate inventory of alternative resources.

Make home visits as necessary.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student information systems.

Methods, practices and terminology used in attendance and child welfare. Child welfare and attendance laws.

At-Risk intervention strategies and techniques.

Applicable District policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

Community agencies and their services.

Modern office procedures and practices.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Organizational skills and public relations techniques.

ABILITY TO:

Work independently with minimal direction.

Communicate effectively both orally and in writing.

Exercise sound judgement and sensitivity when working with diverse populations.

Compile, analyze, prepare and maintain case records, files and reports.
Meet schedules and timelines.
Maintain confidentiality.
Understand and follow written and oral directions.
Operate a variety of office machines/technology.

EDUCATION AND EXPERIENCE:

Two years of college-level coursework in counseling, social work, psychology or related field and one year of related experience;
Graduation from high school or high school equivalency.

LICENSE AND OTHER REQUIREMENTS:

Valid Driver License.
Bilingual preferred.

WORKING CONDITIONS:

Travel throughout district, to student's homes, and community agencies.

CSEA/BUSD 4/8/19