

PUPIL SERVICES AND ATTENDANCE AIDE 4660
PUPIL SERVICES AND ATTENDANCE AIDE (SPANISH LANGUAGE) 4663

DEFINITION

Assists certificated personnel in resolving student school attendance and related behavioral problems.

TYPICAL DUTIES

Assists certificated counseling personnel in enforcing school attendance laws and in providing aid to students with school attendance and behavioral problems by the performance of duties such as:

- Contacting students, parents, school personnel, law enforcement personnel and others to locate students with school attendance and behavioral problems
- Contacting parents, school personnel, and others to obtain health, family, financial and other information
- Providing information about State laws regarding school attendance and assistance available through school and social service agencies
- In accordance with established policies and procedures and specific instructions from counseling personnel, making referrals to and appointments with school and social service agency personnel and offering suggestions to students and parents about appropriate clothing for students, interpersonal relationships, and other matters related to student attendance and adjustment
- Interviewing truant students who are cited by law enforcement agencies to determine reasons for truancy
- Reporting student truancy to parents and schools
- Informing parents of the need for student immunization
- Obtaining prescribed information from parents for use in emergencies
- Checking attendance, cumulative, and other school records in order to provide counseling personnel with information relative to student attendance and adjustment and to furnish attendance information about students receiving public assistance to the requesting governmental agency
- Recording prescribed information on standardized forms, including dates and names of persons contacted and results of contacts
- Driving to schools, students' homes, and other locations in order to obtain information about students with attendance and behavioral problems and to provide students and parents with transportation for appointments with school and/or social service agency personnel
- Transporting students to school or home and picking up or delivering supplies and mail

Attends staff training sessions related to student attendance and behavioral problems.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Pupil Services and Attendance Aide assists counseling personnel by contacting students, parents, and others to obtain and provide information about students with attendance and behavioral problems; making appointments for students and parents with school and social service agency personnel; driving students and parents to and from appointments; and checking school records for information related to student attendance and behavior.

A Pupil Services and Attendance Aide (Spanish Language) speaks or speaks, reads, and writes Spanish as necessary in performing the same duties as a Pupil Services and Attendance Aide.

A Counselor Aide assists a certificated employee with student counseling and guidance activities.

An Education Aide III works in a school under the immediate supervision of a teacher or other certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

SUPERVISION

General supervision is received from a certificated Counselor or Coordinator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Laws and regulations related to school attendance
- Physical, social, and emotional needs of students at various age levels
- Needs, problems, and attitudes of families in various income levels and in multicultural communities
- Culture and customs of groups indicated by the language-designated class
- Community organizations, programs, services, and resources in various areas, including health, mental health, social services, recreation, housing, education, law, and employment
- Microsoft Office
- Web browsing techniques

Ability to:

- Utilize District specific software such as ISIS and SAP
- Speak understandable English and communicate effectively
- Work cooperatively with students, parents, school personnel, representatives of social service agencies, and the public
- Work effectively without immediate supervision
- Maintain confidentiality of records and information pertaining to students and families
- Write legibly

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and one of the following:

- successful completion of two years of high-school level courses in sociology, psychology, child development, or marriage and family relationships

or

- successful completion of two semesters of behavioral science courses or courses in community development, child development, or counseling in a college

or

six months of verifiable experience in assisting families with various cultural backgrounds and low-income families in social service activities.

Special:

A valid California Driver License and the use of an automobile. Willingness to work irregular or evening hours as needed.

Ability to speak or speak, read, and write Spanish is required for the classes designated (Spanish Language).

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

Revised
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