

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

DEFINITION

Assists certificated personnel with arranging support services that provide aide to students with attendance, health, mental health, and other issues that are barriers to student academic achievement.

TYPICAL DUTIES

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

- Contacting students, parents, authorized caregivers school personnel, law enforcement personnel, and/or others to locate students with school attendance issues
- Contacting parents, authorized caregivers, school personnel, and/or others to obtain health, family, financial, and other related information
- Assisting students, parents, authorized caregivers, and the public by answering questions regarding department program initiatives and deliverables over the phone or in-person and providing basic information on student services available to aid in academic achievement
- 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 certificated personnel, making referrals to and appointments with school and social service agency personnel and offering suggestions to students, parents, and/or authorized caregivers about appropriate clothing for students, social-emotional development, interpersonal relationships, and other matters related to student attendance and physical and mental health
- Interviewing truant and/or chronically absent students who are identified by certificated personnel and/or cited by law enforcement agencies to determine reasons for truancy and/or absenteeism
- Reporting student truancy or absenteeism to parents, authorized caregivers, and/or schools
- Informing parents and/or authorized caregivers of the need for student immunization and other District, state and federal mandates
- Obtaining prescribed information from parents and/or authorized caregivers for use in emergencies
- Checking attendance, cumulative, and other school records in order to provide certificated personnel and requesting governmental agency with information relative to student attendance
- Recording prescribed information on standardized forms or in District student information systems such as MiSiS and Welligent, 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 issues and to provide students, parents, and/or authorized caregivers with transportation for appointments with school and/or social service agency personnel
- Transporting students to school or home and picking up or delivering supplies
- Attending staff training sessions related to student attendance, health, mental health, and similar

divisions services
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Pupil Services and Attendance Aide assists certificated personnel by contacting students, parents, authorized caregivers, and others to obtain and provide information regarding students school attendance, health, mental health, and other Student Health and Human Services services; making appointments for students, parents, and/or authorized caregivers with school and social service agency personnel; driving students, parents, and/or authorized caregivers to and from appointments; and checking school records for information related to student attendance and achievement.

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, issues, 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 Windows Operating Systems and Office Suite Programs
- Web browsing techniques

Ability to:

- Utilize District specific software such as MiSiS, Welligent, and SAP
- Speak understandable English and communicate effectively
- Work cooperatively with students, parents, authorized caregivers, 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
- Operate a computer and associated peripheral equipment

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).

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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