

ATTENDANCE LIAISON AIDE

DEFINITION

Under general supervision, serves in a liaison capacity between students, school, and the home, encourages parental involvement and understanding of school programs and objectives, makes home visits for the purpose of understanding and helping to alleviate the sources of student problems in relation to school attendance, and performs related work as assigned and/or required.

ESSENTIAL DUTIES

- receives referrals regarding students with attendance problems
- contacts parents, teachers, and community agency personnel to obtain background information to help understand problems
- checks on possible parent neglect

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will involve sitting for extended periods of time, but will involve walking or standing for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business related equipment, and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Paid or unpaid experience in neighborhood, community or volunteer type activities, and experience and ability to work with children is desirable.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Use of a private vehicle or District vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.