

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** PROGRAM SPECIALIST/STUDENT ATTENDANCE      **Salary Range:** 25  
**Employment Category:** Management/Supervisory                      **FLSA Designation:** Exempt

**Job Summary:**

Under the direction of the Director of Child Welfare and Attendance, assists with the communication among school, home, social service and legal agencies for at-risk, foster youth, homeless and ESL students. Support efforts to improve poor school attendance, tardiness and drop out rates; follow up with drop out protocols and assist with prevention programs; personally contact students, parents and community agencies regarding student problems and perform related work as assigned by supervisor.

**Essential Job Functions:**

- **Monitor** student attendance across district
- **Consult** with and solicit referrals from site administrators, registrar, attendance staff and other personnel regarding student attendance, tardiness and drop out rates
- **Meet** with students and parents, both at the school site and during home visits, to counsel parents regarding available assistance and prevention programs in order to obtain parental cooperation and support
- **Establish** contacts and coordinate networking referral program with community and legal agencies for assistance for students and their families
- **Collect** information and documentation regarding students from a variety of sources including parents, school and community agencies
- **Communicate** results of court hearings to students, parents, school administrators and appropriate community agencies; make referrals to such agencies as necessary
- **Assist** in the referral to alternative educational programs when appropriate
- **Communicate** with personnel, administrators and various outside organizations to exchange information, coordinate activities and resolve issues or concerns
- **Assist** with formal and informal training on drop out prevention programs, indicators and other areas as needed
- **Research**, compile, verify and prepare a variety of data, information, correspondence and reports regarding school attendance
- **Assist** in modifying programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate
- **Support** and train site personnel with documentation and processes for School Attendance Review Team (SART), School Attendance Review Board (SARB), DA mediation and truancy court
- **Confer** with teachers, parents, administrators and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress
- **Maintain** records of students served for the purpose of keeping accurate records and documenting program operations
- **Participate** in district or site training on highly successful prevention programs and practices

**Essential Job Requirements – Qualifications – Knowledge and Skills Required:**

Knowledge of district policies and regulations; Knowledge of state laws and education code regarding attendance; Knowledge of referral services/agencies; Organizational and problem solving skills; Communicate effectively both orally and in writing; Maintain records and prepare reports; Work cooperatively with others; Access and incorporate technology to support improved attendance practice.

**Essential Job Requirements – Qualifications (Continued):**

- **Physical Requirements:** The Office of Personnel Services embraces the American with Disabilities ACT (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.
- **Work Environment:** While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.
- **Education and Training Required:** Bachelor's Degree in counseling or related field; Extensive experience in Educational Services; Master's Degree preferred.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers license.