

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Child Welfare and Attendance  
Liaison

**CLASSIFICATION:** Classified Non-Management  
(SEIU)

**SERIES:** Aides - Paraprofessional

**FLSA:** Non-Exempt

**POSITION CODE:**

**REPRESENTATIVE DUTIES:** (continued)

- Conduct follow-up on students having gone through SARB.
- Provide information for district reports as required.
- Organize and maintain student SARB files, and provide data as needed.
- Perform related duties as assigned.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High school diploma, and four years experience in school community work or equivalent, and two years experience working with high-risk students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide personal automobile.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Community resources available to students and families.
- A clear understanding of laws and codes related to truancy and dropouts.
- Community organizations, district regulations, and Education Codes.
- Computer programs in word processing, spreadsheet, and attendance monitoring.
- Facilitator skills.

**ABILITY TO:**

- Work with high-risk students and their families in areas of truancy and dropout.
- Work independently within the guidelines set by the Director of the Student and Family Support Services Department.
- Follow oral and written directions with minimal direction.
- Present information in a professional manner.
- Establish priorities and plan accordingly.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and outdoor environment; driving a vehicle to conduct work; contact with dissatisfied, violent, and abusive individuals; extremely stressful workload.

**SAMPLE PHYSICAL ABILITIES:**

Seeing, hearing, and speaking to conduct work; transport materials needed for conducting hearings.