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**STUDENT ACCOUNTABILITY SPECIALIST**

**Definition:**

The Student Accountability Specialist's primary responsibility is to improve student attendance through working with school staff to identify students who are habitually absent or truant, meeting with students, and contacting parents by phone, mail and/or home visits to offer assistance in improving student attendance. Assistance may include providing the student with immediate transportation to school or helping the family access community services such as childcare, health, social services, and public transportation. The Student Accountability Specialist also assists with implementation of an innovative model of student accountability to increase attendance, academic achievement and positive behavior.

**Distinguishing Characteristics:**

This classification is different from Teaching Assistants in that although there is a high level of student contact, there is much more interaction with community agencies and parents of students, and greater knowledge of community resources is required. Work is performed primarily outside a classroom setting in the home and community and requires independent judgment in the field.

**Supervision Exercised and Received:**

The Student Accountability Specialist works with limited supervision, following the program guidelines, and under the general supervision of the Director Alternative Education.

**Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Assists staff in the development and implementation of innovative comprehensive behavioral plans designed to increase resilience, positive behavior, school attendance and academic achievement;
- Coordinates efforts to achieve the program goal of increased attendance rates at identified Community School sites.
- Monitors student attendance to discover which students are not attending school and take any necessary remedial action;
- Develops sources of information in order to ascertain the whereabouts of students who are not attending school;
- Meets with students and parents to determine issues causing attendance problems or lack of school progress, to educate families on the importance of regular school attendance and to collaboratively develop action plans to improve student attendance.
- Builds capacity of students to serve as peer mentors to provide support to students struggling with attendance issues.
- Provides outreach, education and support to parents from diverse cultural and socio-economic backgrounds, including home visits concerning student attendance and academic progress,
- Determines barriers to good attendance and makes referrals to appropriate resources;
- Coordinates student and parent attendance and participates in truancy meetings;
- Prepares reports for School Attendance Review Board and participates in Board meetings as assigned;
- Develops and maintains effective, ongoing communication with students, parents and school staff to enhance student academic and citizenship efforts;
- Assists students in times of emotional crisis or conflict, suggests alternative behavior responses, and refer to outside agencies, as appropriate;
- Develops appropriate relationships with the parents, families and other significant adults involved and concerned with students' wellbeing and regular school attendance;
- Works cooperatively with staff, parents, students, administrators, law enforcement personnel, Juvenile Truancy Court and Education Liaison towards the goal of promoting regular school attendance;
- Maintains confidentiality of student information in accordance with existing law;
- Maintains accurate and timely documentation as required, including attendance records and other data;
- Makes reports to Child Protective Services (CPS) as necessary;
- Assist teachers with required truancy reporting paperwork;

- Assist with the development of strategies to increase parent involvement in the Alternative Education program;
- Performs other duties as required to accomplish the objectives of the position.

**Employment Standards:**

Knowledge of:

- Students-at-risk issues and needs and common barriers to school attendance;
- Needy families and their issues and concerns;
- Substance abuse and its bearing on truancy, behavior and academic performance;
- Resources available through local government, non-profit, and private human service agencies and health programs;
- Effective intervention strategies with adolescents;
- Computers and other office equipment; and sufficient keyboarding skill to perform data entry onto pre-formatted screens.
- Math skills sufficient to compute sums, percents, and ratios.
- Sufficient command of English usage, spelling, grammar, and punctuation and vocabulary to prepare professional correspondence and standardized reports.
- Sufficient human relations skill to communicate concepts to others and convey a positive, service-oriented image of the department.
- Safe work practices.
- Bilingual Spanish/English skills desirable;

Ability to:

- Be proactive in problem analysis;
- Be proactive to establish a plan of action and follow through;
- Work with individuals from a diverse ethnic and socio-economic background;
- Establish and maintain cooperative and effective working relationships with individuals, families and groups;
- Adapt to periodic heavy workloads;
- Maintain regular and reliable attendance;
- Be flexible and receptive to change;
- Plan and organize work schedule and timelines;
- Work independently without supervision;
- Maintain records and prepare accurate reports as per project guidelines.
- Perform all of the relevant duties of the position with only general supervision.
- Operate a personal computer terminal, printers, and specialized database software.
- Requires the ability to analyze problems and to develop and apply appropriate solutions.
- Read, understand and apply information from state and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team.

**Education and Experience:**

Education:

- 30 college coursework credits

Experience:

- A minimum of two (2) years experience working in any one or a combination of the following areas:
  - At-risk students and their families;
  - Social service or mental health duties helping needy families/children; or
  - Working with secondary students within the juvenile justice system;

- Additional experience may be substituted for the above education requirement.
- Some work within a school system and experience performing duties related to student truancy is highly desirable;

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting or standing for extended periods of time;
- Walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving,
- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of equipment and materials (under 30 pounds).
- Requires visual acuity sufficient to recognize people, words, and number and read a variety of materials.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

**Work Environment:**

The following conditions may be present:

- Home-based visitation;
- Classroom environment;
- Community environment;
- Driving a vehicle to conduct work as assigned by the position and sometimes during adverse weather condition;
- Potential for contact with bodily fluids, blood-borne pathogens and communicable diseases;
- May include some early morning and evening work.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.