

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2690

OPEN COMPETITIVE EXAMINATION FOR: ATTENDANCE COUNSELOR

SALARY: \$24.09 ~ \$28.95 per hour, Non-Exempt, paid bi-wkly (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of school administrator and/or designee, the Attendance Counselor is responsible for providing services to assigned schools to promote attendance. The Attendance Counselor helps to implement school attendance policies and procedures and the State and local laws relating to attendance and truancy. The Attendance Counselor works alone and as a team member in their assigned schools to develop prevention/intervention strategies, implement attendance procedures, monitors student progress and assist school administration in other attendance related tasks as required.

EXAMPLES OF WORK: (Illustrative only)

Acts as a resource to and confers with administrators, guidance counselors, teachers, pupil services, special services, health services personnel, parents and guardians and other agencies related to or involved with school attendance issues; Implements school attendance policies, procedures and laws; Maintains records, data and forms as required; Interviews and assists students and parents/families to help reduce or eliminate truancy; Assists in court procedures and completes forms; Works with juvenile court and police; Maintains strict confidentiality of all student and family information; Serves as a member of Planning and Placement or Section 504 Teams when required; Performs other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Must possess a demonstrated knowledge and understanding of attendance laws/regulations and intervention/prevention strategies for school attendance; Ability to handle a large case load of students with various needs; Ability to interpret/communicate to students/families and school staff and respond in a timely, effective way; Must possess excellent case assessment and management skills, data collection and computer skills including Microsoft Office software to include Word, Excel and Outlook; Ability to demonstrate good interpersonal and communication skills both orally and in writing; Ability to establish and maintain effective relationships with students, parents, administrators and outside agencies to help increase school attendance; Ability to travel from school to school if necessary and to visit homes and other locations relating to school attendance; Familiarity with community services available for families;

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES CONTINUED:

Ability to make decisions and have good judgment in adherence and compliance with attendance policies/procedures and applicable federal, state and local standards, guidelines and governing regulations.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE & TRAINING:

Possession of a Bachelor's Degree or higher in Sociology, Psychology, Social Work or Education; and One (1) year experience as an attendance counselor providing services for school-aged children preferred; Fluency in reading, writing and speaking Spanish is a plus.

ADDITIONAL REQUIREMENTS:

Possession of a valid motor vehicle drivers' license with a good driving history.

**COPIES OF HIGH SCHOOL DIPLOMA, GED OR TRANSCRIPTS MUST BE
SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **APPEAL PROCESS:** - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V

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CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving	X			
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors	X			
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury and Waterbury Public Schools is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.