

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Coordinator, Child Welfare & Attendance	<b>REPORTS:</b>	Director, Student Support Services
<b>DEPARTMENT:</b>	Educational Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	1-18-07	<b>SALARY:</b>	Range 23

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**BASIC FUNCTION:**

Under the direction of the Director of Student Support Services, the Coordinator of Child Welfare and Attendance directs and coordinates the operation, activities, programs, and procedures of Child Welfare and Attendance; assures compliance with applicable laws, policies, rules, and regulations; supervises the enforcement of compulsory attendance laws; provides expertise in the area of trends, practices and strategies; acts as a liaison between department and sites; evaluates programs and does need assessments in order to determine goals and objectives for the department/division.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Provides District-wide leadership in the planning and implementation of District and state mandated dropout prevention programs. **(E)**

Facilitates activities that will enable the District to recover students no longer enrolled in school. **(E)**

Files petitions on behalf of students in cases involving laws related to Child Welfare and Attendance.

Serves as the District's liaison between outside agencies, private schools, school personnel, students, and parents in matters pertaining to laws related to Child Welfare and Attendance. **(E)**.

Serves as the District's 504 coordinator. **(E)**

Develops, coordinates, and monitors a plan for attendance improvement. **(E)**.

Represents the District of the School Attendance Review Board (SARB) and the San Bernardino County School Attendance Review Board. **(E)**

Maintains files on recent legislation related to Child Welfare and Attendance.

Maintains and monitors assigned budgets.

Conducts informal hearings for habitual truants in accordance with the California Education Code; confers with Probation, Department of Public Social Services, Juvenile Court, District Attorney, and other law enforcement agencies regarding juvenile problems as appropriate. **(E)**

Ensures timely communication with administrators and teachers around purpose, administration, and interpretation of the Child Welfare and Attendance Program.

Serves, upon assignment, as a resource person to all division directors in the District.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Assists in the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memos. **(E)**

Assures accurate and timely dissemination of information. **(E)**

Serves on committees as appropriate or assigned by immediate supervisor. **(E)**

Assists in writing and revising policies and administrative regulations pertaining to assigned functions. **(E)**

Keeps informed of current trends in the operation of Child Welfare and Attendance, public education and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures. **(E)**

Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS:**

##### **Education, Experience, Licenses, and other Requirements:**

Bachelor's degree required in counseling, pupil personnel services, social science, subject content area, education or related field. Master's degree in related field preferred.

Completion of courses in counseling and student support services desirable. A minimum of three (3) years experience in school attendance and implementation of discipline policies and/or other job related occupations is required. Experience working directly with public school districts is desirable.

Possession of a valid California Preliminary or Professional Clear Multiple or Single Subject Teaching Credential authorizing service as an elementary or secondary teacher is desirable.

Possession of a valid California Administrative Credential authorizing service as an administrator is required.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Philosophical, educational, fiscal, and legal aspects affecting Child Welfare and Attendance activities.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **Ability to:**

- Plan, organize, coordinate, and administer a comprehensive Child Welfare and Attendance Program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

## **WORKING CONDITIONS:**

### **Environment:**

- District office environment and school sites.

- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

**Physical Demands:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

**HAZARDS:**

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Child Welfare and Attendance and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: 01-18-07