

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **CHILD WELFARE AND ATTENDANCE OFFICER**  
Department: Designated Site  
Reports to: Assistant Superintendent of Curriculum and Instruction

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#### **SUMMARY:**

The Child Welfare and Attendance Officer shall serve as representative for the Western Placer Unified School District in all matters relating to child welfare and attendance. He/She is responsible for the administration and supervision of state and district policies relating to attendance procedures and child welfare. He/She serves as district liaison with individual school sites within the district to ensure overall compliance with state mandates relating to matters of child welfare and attendance.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Responsible for district compliance with legislative mandates governing attendance accounting procedures.
- \* Responsible for implementation of child welfare and attendance procedures as mandated by California Education Code.
- \* Responsible for evaluation of educational status of individual case referrals to ensure:
  1. Attendance in public school system.
  2. Receiving instruction in alternative programs that meet legal requirements of California Education Code.
  3. Exemption from compulsory attendance as mandated by California Education Code.
- \* Responsible for investigation of violations of mandatory attendance as required by law.
- \* Responsible for coordination of district and appropriate agencies in the processing of child welfare and attendance referrals.

#### **SUPERVISORY RESPONSIBILITIES:**

Responsible for district attendance accounting procedures and legal requirements directly related to matters of child welfare and attendance.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Administrative Credential.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Administrative and Teaching Certificates.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Knowledge of government funding. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***