

**St. Tammany Parish School Board
Department of Human Resources
JOB DESCRIPTION**

Division: Administration Department

Title: Supervisor of Child Welfare and Attendance (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation - Accepts responsibility for the design and evaluation of child welfare and attendance practices in the School System

- Develops comprehensive goals and objectives for child welfare and attendance practices in the Parish.
- Reviews and improves child welfare and attendance services on an annual basis.
- Develops personal goals and objectives to insure effective leadership.

Leadership- Offers effective leadership to parents, students and teachers in all matters which relate to student welfare and attendance.

- Supervises, develops and interprets research data on the attendance and adjustment of students.
- Provides the School System with reports and information that can enable them to make decisions related to student welfare and attendance.
- Provides leadership in planning, managing and evaluating staff development and in-service training programs.
- Evaluates performance and progress of personnel and recommends for dismissal if necessary.
- Other duties as assigned by the Deputy Superintendent.

Management-Initiates practices and procedures designed to provide effective management of all child welfare and attendance services.

- Supervises the preparation of applications and reports required for compliance with federal, state and local regulations.
- Disseminates, interprets and administers all policies and data related to welfare and attendance.

Student Services- Initiates practices and procedures designed to promote the success and well being of students.

- Assists school personnel in the development of programs designed to improve student attendance and success in school.
- Offers advice and assistance to other school personnel, parents and the community relative to problems affecting student attendance and adjustment.
- Works with community agencies in order to obtain support services for students and their families.
- Works to create an awareness of the problems that adversely affect a student's education.

School/Community Relations - Initiates practices and procedures to provide for effective school/community relations

- Works to achieve maximum understanding and support of public education.
- Communicates student needs to staff, parents and the community.
- Cooperates with teachers, principals and parents to insure a total educational program for students.
- Provides an open-door policy which allows for disagreements and suggestions.
- Demonstrates the highest ethical standards in dealing with colleagues, students and parents.

Professional Development - Plans for professional self-development

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Assistant/Associate Superintendent

Supervises: Child Welfare and Attendance office employees.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)