

**ST. MARY PARISH PUBLIC SCHOOLS**  
**SUPERVISOR OF CHILD WELFARE AND ATTENDANCE JOB DESCRIPTION**

**POSITION:** Supervisor of Child Welfare and Attendance

**REPORTS TO:** Assistant Superintendent and Superintendent

**SUPERVISES:** Child Welfare and Attendance Department and Professional Personnel

**TERMS OF EMPLOYMENT:** 12-Month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate with five years of successful teaching experience in area of certification. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level. Certified in Principalship AND Parish/City Supervisor of Instruction, OR Educational Leader Level 1 or 2. A minimum of five years of successful administrative experience in education at the level of assistant principal or above. No more than two years of the credited five years minimum experience can be from the position of assistant principal.

**EVALUATION:** Evaluation in accordance with the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Collect and maintain accurate, up-to-date census records on all school-aged students.
2. Direct school administrators in the proper procedures for completion of census records and student registration.
3. Prepare and submit reporting data relative to child welfare and attendance as mandated by the Louisiana Department of Education, federal and parish offices.
4. Act as a liaison with parents regarding complaints or special circumstance requests.
5. Serve in an investigative and resolution capacity regarding school bus transportation issues.
6. Coordinate with the district's alternative program, social services, and law enforcement agencies to uphold school safety and security.
7. Collaborate with school administrators to address excessive absenteeism.
8. Supervise student residency enrollment requirements and school assignment decisions.
9. Disseminate information regarding discipline, attendance, and student behavior mandates to school personnel and the public.
10. Represent the school district on local committees and community agencies relative to child welfare.
11. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
12. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
13. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
14. Perform such other tasks and assume additional responsibilities as the Superintendent or Assistant Superintendent may assign.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies

and procedures.

10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_