



JOB DESCRIPTION

Director - Child Welfare and Attendance

Reports to:	Assistant Superintendent of Student Services	Employment Group / Salary Range:	Certificated Management
Dept:	Student Services	FLSA:	EXEMPT
Annual Workdays:	220	Formal Review Date: Board approval date:	9/6/23 10/02/2023

PRIMARY FUNCTION

Under the supervision of the Assistant Superintendent, Student Services, performs a wide variety of supervisory responsibilities which may include, but are not limited to, direct supervision of child welfare and attendance issues including suspension and expulsion, interventions and services provided to those specific students receiving support at the district level that are having discipline and attendance issues,

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assume general leadership responsibilities of Child Welfare and Attendance (CWA).
- Serve as the District hearing officer for students referred for exemption, exclusion or expulsion, including collecting data and presenting to the Administrative Hearing Panel.
- Serve as the District’s liaison for students and parents pertaining to “due process” rights of students, K-12.
- Chair the District School Attendance Review Board (SARB) and represent the District on gang and drug task forces.
- Represent the District in Superior Court for the School Attendance Review Board (SARB) hearings.
- Assist with the responsibility for Title IX (Gender Equity).
- Responsible for student involved Sexual Harassment/OCR Agreement.
- Provide interpretation of Education Code and District Board Policy relating to discipline and student behavior for teachers and administrators.
- Interpret, apply and explain applicable laws, rules and regulations pertaining to CWA.
- Provide training and in-service to District administrators regarding student due process.
- Represent the District in appearances in Juvenile Court or Municipal Court.
- Responsible for the development and distribution of the Annual Parent/Student Notification.
- Provide interpretation of Education Code, Title V, Title IX, Administrative Regulations and District policy relating to discipline and student behavior for teachers and administrators.
- Investigate cases of truancy, excessive or unverified absences and other attendance irregularities.
- When necessary, file complaints against parents for failure to comply with compulsory school attendance laws.
- Communicate to parents regarding concerns related to attendance and discipline matters.

- Supervise the Attendance Liaisons and the Attendance Enrollment Specialist.
- Maintain inter-agency relationships with law enforcement agencies for implementation of instructional preventive programs.
- Coordinate requests from citizens for intra-district and inter-district attendance transfer agreements between the District and other school districts.
- Develop and maintain procedures for the acceptance of intra-district and inter-district transfer agreements and revocations.
- Provide training and in-service to District administrators regarding chronic absentee rates and appropriate interventions to reduce the chronic absentee rate.
- Coordinate services and interventions for students referred to the School Attendance Review Board (SARB).
- Develop and monitor policy related to recording and tracking of student discipline data relating to SARB.
- Support school sites with School Attendance Review Teams.
- Coordinate services and interventions for students who went through the expulsion process.
- Develop and monitor policy related to recording and tracking of student discipline data.
- Provide training and in-service to District administrators regarding alternatives to suspension.
- Establish and maintain County relationships to provide staff development for chronic absenteeism and alternatives to suspension and expulsion.
- Provide trainings to parents regarding student discipline and attendance laws.
- Assist in the development of Local Control Accountability Program (LCAP) goals pertaining to reduction of Chronic Absentee rates and reduction of suspension/expulsion of students.
- Coordinate with other district level departments in the development of procedure, policy and staff development.
- Supervise campus security personnel in collaboration with site administration.
- Maintain and monitor assigned budgets.
- Attend Board meetings and prepare agenda items and reports for the Board of Education.
- Performs other duties as assigned.

QUALIFICATIONS:**Education and Experience:**

- California Administrative Services credential
- Master's Degree
- Successful teaching experience
- Five years of successful site administration experience

Licenses, Certificates and Other Requirements:

- Possession of a valid and appropriate California Driver's License.
- Insurability by District Liability Insurance Carrier may be required.
- May be required to provide own transportation to sites during workday.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Juvenile laws and court proceedings.
- Child Protective Services.
- Laws governing minors, especially those related to school attendance.
- School and community resources and referral procedures.
- How to utilize data to make effective policy decisions.
- Education Code, Title V, Title IX, Administrative Regulations, Board Policy and McKinney-Vento Homeless Act.

Skills and Abilities to:

- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Establish effective organizational and community relationships.
- Work in a diverse socio-economic and multicultural community.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meeting of various configurations
- Ability to circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies, computer screens and other printed matter, and observing students.
- Ability to understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is required to lift/or carry up to 20 pounds to waist height.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed