

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR, CHILD WELFARE, ATTENDANCE & RECORDS

GENERAL PURPOSE:

Under general direction of the Assistant Superintendent, Human Resources, conceptualizes, develops, initiates, coordinates, and administers the development and implementation of policies, regulations, guidelines and procedures pertaining to programs that support student learning and simultaneously expand and enhance resources to families in support of student learning; provide consultation and staff development activities to administrators, staff, and community to enhance the educational opportunities for students; and any other related functions as directed.

Assumes co-responsibilities for all aspects of implementation of district alternative learning environments, including Community Day Schools and Independent Study Programs, and processes and procedures for ensuring student due process relative to student discipline and compulsory attendance.

ESSENTIAL JOB FUNCTIONS:

- Directs the development and implementation of coordinated student support services, including prevention and intervention programs designed to meet the needs of at risk students;
- Coordinate implementation of support resources in schools designed to enhance student performance, including areas of student attendance, school climate, and expectations for student behavior;
- Plan, organize, coordinate and implement the district-wide support processes in assigned areas of responsibility;
- Plan , organize, coordinate, and present a variety of District staff development activities pertaining to improved attendance, and attendance accounting methods, truancy and attendance intervention programs, reporting of suspected child abuse, and other related child welfare and attendance, and pupil services matters;
- Confer with, counsel, and advise Student and Family Services, Pupil Personnel Services, and school personnel in the interpretation of legal provisions pertaining to child welfare and attendance, and pupil services;
- Make home visits as necessary to verify absences, addresses living conditions, child neglect and other attendance irregularities;
- File applications for School Attendance and Review Board (SARB) in matters of truancy or incorrigibility;
- Chair the District School Attendance and Review Board (SARB);
- Conduct informal hearings for habitual truants in accordance with Education Code;
- Collect and process data for the California Safe School Crime Assessment;
- Assist, advise, and train School Attendance and Review Teams (SART);
- Provide consultation and technical assistance to school site personnel and parents concerning programs, standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies, and procedures to ensure compliance relative to student due process;
- Prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques;

- Serve as a liaison and direct communications, activities and information related to assigned areas between district divisions, County Office, administrators, personnel, outside organizations and the public; establish support, facilitate and maintain partnerships;
- Provide support to school leadership teams by serving as a liaison to assist schools with initiatives focused on supporting student achievement and ensuring compliance with state and federal regulations relative to student due process;
- Ensure compliance with Education Code and Board Policy relative to student attendance, interdistrict attendance agreements, independent study programs, and student due process;
- Maintain current knowledge of educational methods, practices, standards, and related laws, codes, regulations policies and procedures; assist school sites with modifying services to assure compliance with standards and requirements;
- Prepare and maintain a variety of records and reports related to programs, budgets, partnerships, meetings and assigned activities;
- Work collaboratively with local police, social services, and District Attorney, and other public agencies to provide support to students and families in ensuring student attendance;
- Supervise assigned Alternative Learning and Child Welfare and Attendance staff in support of student performance; and
- Other duties as assigned.

Abilities:

- Provide consultation and technical assistance to sites and community relative to student support, as well as program and related content, standards, requirements, principles, practices, techniques, and procedures;
- Design, develop, implement, and conduct training and staff development activities concerning assigned areas and programs;
- Prepare and deliver oral presentation;
- Develop and implement strategies and training activities to enhance student learning relative to assigned areas and programs;
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work; and
- Prepare and maintain various records, reports, and files.

Education, Experience, and Credentials:

- Equivalent to the completion of an earned Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development, or a closely related field.

- Minimum of four years of successful teaching experience and the successful completion of a comprehensive administrative training program. Background in the areas of curriculum development, instructional strategies, and child welfare. Minimum of two years of administrative experience at a school, district, or county level.
- Possession of a valid California credential authorizing services as an administrator. Possession of a valid California Teaching Credential.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License, Insurability by the District's liability insurance carrier.

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 talk and hear. The employee frequently is required to stand; walk; and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters with performing 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 occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.

BOARD APPROVED: March 9, 2017