

MANAGEMENT JOB DESCRIPTION

STUDENT PLACEMENT MANAGER

JOB SUMMARY:

Under the direction of the Assistant Superintendent for Business Services and Support, administers programs related to the placement of students, the attendance of students, services for homeless and foster youth, and efforts on matters relating to student welfare and attendance services.

ESSENTIAL JOB FUNCTIONS:

- Supervises and evaluates assigned personnel.
- Monitors alternatives and placements to benefit student attendance and implements policies related to student attendance, residency verification, enrollment overflow, and homeless and foster youth placement.
- Meets and works with students, parents, administrators, school staffs, and community agencies to provide assistance for children with irregular attendance.
- Works with the Transportation Department to coordinate the District's involvement in transporting homeless and foster youth in accordance with related laws.
- Refers students and parents in need of well-being services to appropriate District departments or community agencies for assistance.
- Consults with District personnel regarding student residency verification.
- Consults with District personnel regarding anticipated enrollment at each school site.
- Coordinates the Student Attendance Review Board; consults with principals and school staffs regarding issues related to irregular attendance; provides support to Student Attendance Review Teams; and supervises and testifies case information in Juvenile Court.
- Investigates information regarding student attendance and residency; and advises schools regarding issues related to attendance and residency.
- Maintains records and uses data in filing mandated cost recovery claims.
Conducts interviews to determine eligibility for caregiver affidavits and prepares caregiver affidavits.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to interpret policies and laws and convey them to the public in a humanistic manner; communicate honestly with tact and good judgment; maintain effective working relationships; and interact effectively and professionally under pressure.
- Possesses a Bachelor's degree or higher from a recognized university in business or public administration or a combination of experience, training, and coursework that demonstrates knowledge and abilities. Three years experience in related school attendance and placement issues is highly desirable.
- Must possess a valid California driver's license and be insurable under the District's insurance policy. Must maintain insurability and have available an insured automobile for job-related use.

Management Salary Schedule: Range J
BOARD APPROVED: 7/21/09
REVISION DATES: