LAKE ELSINORE UNIFIED SCHOOL DISTRICT

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Position Description

TITLE: Coordinator - Child Welfare & Attendance		**REPORTS TO**:	Director II, Child Welfare & Attendance, Children & Family Services, and Middle School Curriculum and Instruction
DEPARTMENT: Student Support Services		**CLASSIFICATION:**	Certificated Management
FLSA:	EXEMPT	**WORK YEAR:**	218 Days
ADOPTED:	December 3, 2020	**SALARY RANGE:**	Certificated Management

JOB PURPOSE STATEMENT:
Under the direction of the Director II, this position is responsible for coordinating the department of Child Welfare and Attendance for the district. The Coordinator manages day-to-day district wide student attendance and discipline matters, ensuring consistency among school sites in handling attendance, transfers, disciplinary referrals for Administrative Hearing due process, and multi-level School Attendance Review Board (SARB) proceedings. In addition, the Coordinator is responsible for general districtwide oversight of foster youth, homeless students, and the Student And Family Essential Resources (SAFER) programs. The Coordinator works in a collaborative, team environment.

REPRESENTATIVE DUTIES:
Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

ESSENTIAL JOB FUNCTIONS (E):
- Provide leadership to the department of Child Welfare and Attendance.
- Supervise, coordinate and implement child welfare and attendance services including: admissions, student discipline, student intra and inter district transfers, truancy, and residency.
- Serve as a district representative to the Riverside County Office of Education for programs with oversight of child welfare and attendance.
- Coordinate with city and county agencies including, but not limited to, the local police department.
- Oversee district response(s) to incidences of habitual truancy and/or unlawful withdrawal from school, including working cooperatively with state and community agencies and the juvenile court systems.
- Oversee a comprehensive SARB process that includes site-level fact finds, hearings and action plans to define and promote high academic programs, standards, and expectations for student performance.
- Oversee Foster Youth and Homeless Student programs.
- Act as a resource to site administrators.
- Keep the Director II informed and work cooperatively with all other administrators in district related matters. Maintain communication through administrative channels to and from program staff.
- Develop Board Agenda Items and provide reports to the Governing Board and other bodies for Child Welfare and Attendance.
- Supervise and provide day-to day personnel management of staff assigned to Child Welfare and Attendance.
- Oversee and direct programs, and ensure compliance with District, State and Federal regulations
- Perform other duties as assigned.

Board of Trustees
Stan Crippen, *Area 1* ● Susan E. Scott, *Area 2* ● Heidi Matthies Dodd, *Area 3* ● Juan I. Saucedo, *Area 4* ● Christopher J. McDonald, *Area 5*

Superintendent
Dr. Doug Kimberly

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Child Welfare and Attendance laws.
- District policies and procedures related to Child Welfare and Attendance.
- Experience with student disciplinary proceedings up to and including Administrative Hearing procedures, student attendance including School Attendance Review Team (SART) meetings and School Attendance Review Board (SARB) Panel Hearings, working with foster youth and working with homeless students.
- Experience working collaboratively with others in alternative means to suspension.
- Understanding of the basic tenets of Positive Behavior Interventions and Supports (PBIS).
- Familiarity with student transfers including Intra-District and Inter-District Transfers.
- Experience working with outside agencies for resources and partnerships.
- School district organization, operations, policies and objectives.
- Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes.
- Understand and access state and federal regulations as they relate to education and educational services.
- Oral and written communication skills.
- Strong interpersonal skills to effectively work with diverse groups.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education/Experience Required: Bachelor's Degree from an accredited college or university, Master's Degree in related field; Three (3) years of site administrative experience;

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results; California State Administrative Services Credential.

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services