Position: Director - Attendance & Wellness	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Certificated Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Attendance & Wellness provides leadership, direction, and oversight for districtwide attendance, health services, and special populations programs designed to promote consistent student engagement, safe and healthy school environments, and equitable access to learning. This position oversees systems and services that support chronic absenteeism reduction, attendance improvement, school health programs, nursing services, medical compliance, health protocols, and coordinated wellness supports, while also providing leadership and oversight for services supporting special populations, including foster youth and students experiencing homelessness, and ensuring equitable access to district and community resources. Through collaborative leadership and continuous improvement, the Director ensures that attendance, wellness, and student support systems are proactive, compliant, responsive to student and family needs, and aligned with district priorities that promote student success and well-being.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Develop and implement districtwide policies, procedures, and systems related to student attendance, engagement, and health services.
- Lead district efforts to improve attendance, reduce chronic absenteeism, and support student re-engagement.
- Align work with compulsory education laws, attendance reporting requirements, and mandated timelines.
- Provide leadership and oversight for district nursing services, including supervision of school nurses and the alignment of the work of the Health Assistants.
- Oversee the development and monitoring of individualized health care plans, medication administration, and health-related emergency procedures.
- Lead the completion and documentation of required health screenings and follow-up processes.
- Coordinate communication, outreach, and support to families regarding attendance expectations and health-related needs.
- Consult with administrators, staff, families, physicians, and community agencies to support student health, safety, and well-being.
- Oversee responses to health and medical concerns, communicable disease protocols, and school health compliance requirements.
- Analyze attendance and health data to identify trends, improve systems, and inform district planning.
- Provide professional development for staff on attendance improvement, health procedures, and wellness strategies.
- Develop, administer, and monitor budgets related to attendance programs, nursing services, and health initiatives.
- Supervise and evaluate assigned personnel, ensuring consistent, high-quality service across school sites.
- Collaborate with Student Services, Special Education, and other departments to support integrated

student wellness systems.
- Serve as district liaison to county health agencies, community health providers, social service organizations, and external partners.
- Lead and oversee districtwide implementation of Foster Youth and Homeless Education programs, and community resource initiatives.
- Develop, implement, and monitor annual program goals, strategic plans, timelines, operational systems, and budgets.
- Maintain district compliance with all federal, state, and local laws, regulations, and reporting requirements related to foster youth and homeless education.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor’s degree or higher from an accredited college or university with major coursework in nursing, public health, education, educational administration, health services administration, public administration, or a related field. A Master’s degree is highly desirable.
- Experience: Five years of increasingly responsible experience in attendance services, school health

services, nursing, student services, or a related field, including at least three years in a leadership or supervisory capacity. Experience in a public school district or educational setting is highly desirable.

LICENSES AND CERTIFICATES

- Valid California driver's license required
- Valid California Teaching Credential required
- Valid California Administrative Credential required