

SUPERVISOR I (CHILD WELFARE AND ATTENDANCE)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Business and Psychological Services and in cooperation with the school principals, works with students and parents to meet District attendance and behavioral goals.

EXAMPLES OF DUTIES:

- Responsible for attendance for each of the District's school sites and Community Day schools
- Chairperson for School Attendance Review Board
- Refer parents to the District Attorney regarding EC 48293 violations and appear in court
- Participate in the Pre-Intake process for Community Day School placements
- Assist with discipline issues involving Community Day School
- Assist Principals with expulsion investigations
- Coordinate the expulsion process to ensure due process timelines are met
- Assist school sites with student records, subpoenas, and custody orders
- McKinney-Vento Homeless Liaison, working to improve communication and collaboration between schools, family shelters and families
- Ensures that homeless students have access to school services
- Assist site staff in informing parents about school issues, e.g., enrollment, school records, immunization records, and attendance
- Advocates for homeless students and families
- Assist families as they enroll their child in or exit their child from school
- Attend a variety of meetings, conferences, seminars, and workshops to increase knowledge and awareness of Child Welfare and Attendance laws
- Coordinate transportation of homeless students under the McKinney-Vento law
- Assist Foster Youth Liaison
- Assist with the coordination of transportation of Special Education students
- Supervise Attendance Staff
- Performs other related duties as assigned

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully and courteously
- Ability to work independently
- Possess a valid and appropriate California State Driver's License
- Ability to deal effectively with at-risk students and uncooperative parents
- Ability to deal effectively with all school personnel and public agencies

KNOWLEDGE OF:

- Education Code laws as they pertain to students
- Penal Code laws as they pertain to students
- District policies and procedures as they apply
- School Attendance Review Board (SARB)

- Alternative Education
- Campus safety
- McKinney Vento Laws
- Laws pertaining to Foster Youth
- AB490 Foster Youth
- Confidentiality issues when working with multiple agencies
- Conducting training for staff
- General record keeping practices

SKILL AND ABILITY TO:

- Communicate effectively with other personnel, both verbally and in written form
- Work well and unobtrusively in educational settings
- Establish and maintain accurate records and files
- Counsel students, staff and parents
- Work well with local law enforcement agencies and other organizations
- Assure compliance with federal, state and local laws and regulations
- Operate a motor vehicle
- Work in a positive manner with students, staff and parents
- Basic computer skills

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Lift and carry forty (40) pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and effectively

QUALIFICATIONS:

- BA/BS Degree related to position and title of responsibilities preferred. Previous Child Welfare and Attendance experience may substitute for degree.
- Previous or current experience with district/state/federal laws and regulations relating to child welfare and attendance
- Previous and/or current experience in working with students and parents in juvenile probation or social service matters preferred

EXPERIENCE:

- Three (3) years as a probation officer and/or Child Welfare and Attendance or other related fields preferred
- Supervisory experience preferred

WORK YEAR:

- Two hundred (200) days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board Approved: April 14, 2015