

COORDINATOR III (CHILD WELFARE AND ATTENDANCE)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Assistant Superintendent of Personnel and the Director of Business and Psychological Services works with students, parents, and school site administrators in all areas of Child Welfare and Attendance.

EXAMPLES OF DUTIES:

- Responsible for attendance for each of the District's school sites and Community Day schools
- Coordinate and monitor Suspension School and the Independent Study program
- Chairperson for School Attendance Review Board
- Responsible for criminal filings for compulsory Education Code violations
- Coordinate the Community Day School referral process
- Assist with discipline issues with all school sites
- Assist Principals with expulsion investigations
- Coordinate the expulsion process to ensure due process timelines are met
- Act as liaison between the District and Tulare County Probation Department and TCOE Superior Community School
- 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
- Coordinate transportation of homeless students under the McKinney-Vento law
- Foster Youth Liaison
- Coordinates transportation of Special Education students
- Attend a variety of meetings, conferences, seminars, and workshops to increase knowledge and awareness of Child Welfare and Attendance laws
- Act as the liaison with Tulare County Counsel in regards to various legal issues that pertain to Child Welfare and Attendance
- Assist site secretaries in enrollment procedures
- Provide site personnel with training in regards to all areas of Child Welfare and Attendance
- Supervise Attendance staff
- Work with Data Confidential Secretary to ensure CALPADS reporting is correct in regards to discipline/suspensions
- 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
- 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
- Previous and current experience in working with students and parents in juvenile/probation/social service matters
- Current experience with district/state/federal laws and regulations relating to child welfare and attendance

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 and five (205) days, less paid holidays and earned vacation

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.

Update: June 9, 2015

Update: June 10, 2014

Update: September 11, 2012

Board approved: February 28, 2006