

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Child Welfare and Attendance Supervisor

**Classification:** Classified Supervisory

**Department/Site:** Student Services

**Salary Schedule:** Supervisory

**Reports to:** Director of Student Services

**Salary Range:** 11

**FLSA:** Exempt

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### PURPOSE STATEMENT

The purpose of Child Welfare and Attendance Supervisor is to ensure that district wide processes and procedures are integrated and implemented consistently in the area of school attendance. This position is accountable for improving student achievement through effective management of target area; enforce the compulsory school attendance laws as provided in the California Education Code and assist students to stay in school and on target to graduate. This includes planning, organizing, implementing, and promoting services throughout the District that maximize student attendance and welfare and minimize truancy dropout rates. Provides professional training, consulting, and support to school site administrators and staff who monitor and are accountable for positive attendance.

### ESSENTIAL FUNCTIONS

- Establishes and implements a comprehensive (SARB) School Attendance Review Board process that includes site-level fact findings, hearings, and action plans, to promote high academic programs, standards, and expectations for student performance.
- Plans, develops, and implements multi-level training for site administrators and staff on maximizing attendance and (SARB) School Attendance Review Board proceedings. Ensures that school sites implement positive attendance programs and progressive SARB proceedings.
- Presides over District SARB proceedings, and trains SARB members in rules, documentation, and due process.
- Supervises and provide day-to-day personnel management of staff assigned to Child Welfare and Attendance. Plans and directs programs and ensures compliance with District, State, and Federal regulations and ensures compliance with legal timelines.
- Consults with, and assist site administrators, Curriculum and Program Specialist with the design of and/or approaches to curriculum that encourages attendance and re-entry to mainstream schools.
- Coordinates professional development for District staff related to attendance policies and procedures for ensuring that staff are up-to date on current, local state and federal legislation and policy interpretation.
- Represents the District for County Truancy Mediation Hearings.
- Serves as the District liaison to committee/educational memberships that focus on at-risk student interventions, emotional wellness, student suspensions, substance and child abuse, parental involvement and crisis interventions.
- Organizes trainings needed related to attendance accounting procedures.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police, and Sheriff's Departments and other community-based organizations.
- Directs administrative processes such as, but not limited to work assignments for home and school liaison workers, homeless and other programs.
- Ensures quality school-to-community relationships. Maintains proactive contacts with community based groups, parent concerns and establishes communication forums for parents, students, and community-based public and social service agencies.
- Directs home visitations, and visits homes of students with attendance problems.

- Directs and participates in preparation of a variety of externally mandated and internal performance reports for providing updates to District leadership.
- Coordinates and oversees district level responsibilities around site registration processes.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Laws, principles, codes, policies, and procedures related to minors with special expertise in attendance.
- Techniques to minimize and resolve conflict.
- Maintaining confidential records and files.
- Special Projects related to attendance and at risk youths.
- Counseling techniques to assist students and families in crisis.
- Personnel processes.
- Concepts of grammar and punctuation.
- Community resources.

#### **Skills and Abilities to:**

- Communicate clearly with students, parents, law enforcement, social service agency representatives, and district staff.
- Apply laws, policies, and procedures in a fair, consistent manner.
- Contribute to the successful fulfillment of the District Mission.
- Learn and appropriately apply district policies and procedures and other regulation related to the position.
- Maintain appropriate confidentiality about the status of staff, students, school, and district activities.
- Operate calculator, computer, and data entry terminal.
- Apply current technology to assigned duties.
- Communicate effectively, both orally and in writing.
- Communicate with diverse groups and individuals.
- Prioritize work by meeting deadlines and schedules.
- Working as part of a team.
- Work with detailed information/data.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three years of directly related and progressive experience in Child Welfare/Attendance or two years of Administrative and/ or Pupil Personnel services experience in a specified field with supervisory experience.

### **Education:**

Bachelor's degree from an accredited university in one of the following: Social Science, Educational Psychology or related field.

OR: Master's degree in a related field is preferred.

### **Required Testing:**

- Pre-employment Proficiency

### **Continuing Education/Training**

- Maintain as needed

### **Certificates/Licenses**

- Valid CDL

### **Clearances**

- DOJ/FBI Background
- TB Clearance