



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Student Attendance and Welfare Coordinator</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Coordinator of Student Attendance and Welfare is directly responsible to the Director of Student Services
<b>CLASSIFICATION:</b>	Certificated Management
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), Valid California Single Subject or Pupil Personnel Services credential Valid Administrative Services Credential
<b>SALARY SCHEDULE:</b>	Certificated Management Salary Schedule Level V
<b>WORK - YEAR / HOURS:</b>	222 days
<b>LOCATION:</b>	District Office
<b>BOARD APPROVAL:</b>	May 9, 2018

### BRIEF DESCRIPTION OF POSITION

The Coordinator of Student Attendance and Welfare is responsible for the administration, coordination, and supervision of District programs that address student attendance, student behavior, and other student welfare issues that may affect the academic success of students. The coordinator leads, directs, and supervises the District and school safety programs; manages attendance and welfare programs; serves as a liaison to District and site personnel as well as community and youth agencies; and assists in the development and implementation of programs designed to promote positive student behavior.

### DUTIES AND RESPONSIBILITIES

- Interpret and enforce compulsory attendance laws and supervise the resolution of student truancy problems, guardianship, and residency issues.
- Assist in planning, organizing, and implementing policies, regulations, and procedures pertaining to student attendance monitoring.
- Assist schools in interpreting and enforcing the compulsory attendance laws of the State of California by investigating referrals, and preparing interventions.
- Organize and lead the School Attendance Review Board (SARB) meetings, assists schools and parents with the implementation of SARB recommendations, and serves as the liaison between SARB, school personnel, community agencies, and parents.
- Prepare reports, surveys, and statistical information projecting and reporting student enrollments in District schools.
- Investigate and prepare recommendations regarding intra-district and inter-district transfer requests.
- Monitor student enrollments based on inter-district and intra-district attendance agreements.
- Supervise the address verification process for student enrollment.
- Facilitate and supervise the District's student discipline process including: serving as the District's administrative representative in expulsion proceedings; monitoring and assisting schools with

disciplinary investigations and the preparation of cases; and providing recommendations regarding student discipline appeals.

- Monitor student readmission conditions and process the readmission of students completing expulsions.
- Develop and provide staff development to school staff regarding laws, regulations, and procedures concerning attendance, student welfare, student discipline, and district intervention programs.
- Monitor suspension data, analyze discipline and attendance data for schools, and make program improvement recommendations to the District.
- Assist in the development and implementation of innovative programs in the following areas: the prevention of student involvement in abuse of drugs, alcohol, and tobacco; the promotion of positive student behavior; alternatives to suspension and expulsion programs; and responses to truancy and other attendance issues.
- Monitor and update Board Policies and Administrative Regulations related to student attendance and welfare.
- Coordinate and oversee the district 504 process.
- Monitor and support the SST process at the school sites.
- Serve as the District's foster youth and homeless student liaison.
- Supervise and evaluate department clerical staff.
- Perform other duties consistent with the scope and intent of the position.

## REQUIRED QUALIFICATIONS

### Education and Experience

- B.A. or B.S.
- Master's Degree from an accredited college or university
- An Administrative Services credential
- Five (5) years of public school teaching or counseling experience
- Two (2) years of experience in a school leadership or supervisory role

### Knowledge of:

- State law, Board policy and district and department administrative regulations relating to student welfare and attendance.
- Legal mandates, policies, regulations, and procedures pertaining to suspensions, expulsions, student attendance, students' right and responsibilities, and due process.
- Methods, principles, techniques, and procedures concerning the operation, assessment, and evaluation of District student welfare and attendance programs.
- Principles of professional development and training
- Best practices for supervising and evaluating both classified and certificated staff members.
- Effective communication practices and skills including utilizing technology effectively.

### Ability to:

- Plan, organize, develop, and coordinate the activities of a broad range of student welfare and attendance programs.
- Analyze and evaluate student welfare and attendance program activities and implement procedures which will improve the provisions of services.
- Plan and facilitate professional development for various stakeholder groups.

- Ensure that student welfare and attendance programs and activities are carried out in compliance with federal and state requirements.
- Coordinate project team members in order to meet established deadlines and goals
- Manage multiple projects and coordination services
- Utilize culturally-relevant practices with diverse student and family populations.
- Deliver written and verbal presentations and facilitate discussions
- Demonstrate integrity and tact when dealing with confidential information and sensitive situations
- Travel to various school locations and attend off-site meetings.
- Gather, organize, analyze, evaluate, and interpret both qualitative and quantitative data
- Establish and maintain cooperative working relationships with both colleagues and community members.
- Respond to and manage competing priorities.
- Work independently.