

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR – CHILD WELFARE AND ATTENDANCE

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and provide leadership for the District's Child Welfare and Attendance Program in keeping with guidelines established by the District and other governmental agencies; serve as an informational resource to parents, the Board, personnel and various outside agencies; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct, organize, control and provide leadership to the Child Welfare and Attendance programs and projects; plan and recommend programs and policies relating to discipline, attendance, school safety and other child welfare and attendance issues; provide guidance to school sites to identify and address serious student disciplinary behaviors with resolute response, activities and plans; promote the articulation of the District's Child Welfare and Attendance Program with feeder elementary districts.
- Serve as an informational resource to parents, the Board, personnel and various outside agencies; respond to inquiries and provide consultation concerning District's pupil services, attendance and school safety, laws related to minors, intervention techniques, social and psychological issues, classroom management techniques and assigned activities; process school site expulsion recommendations; supervise the Administrative Panel; monitor District due process procedures for student expulsion at District's Administrative Hearing Panel.
- Provide leadership and supervision regarding policies and procedures relating to pupil records; serve as the District's custodian of pupil records; organize, administer and supervise District-wide system for maintaining pupil records; respond to subpoenas for pupil records; provide direction and expertise in the interpretation and ruling regarding custody, temporary restraining orders and appeals.
- Serve as Associate Superintendent's designee to extend suspensions of regular education students pending a decision by the Board of Education; act as the Superintendent's designee for appeals relating to discipline, intra/inter-district transfer requests and residency requests; oversee District's SARB procedures and programs; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate appropriate in-services for staff relating to Child Welfare and Attendance issues; coordinate District meetings for administrators responsible for student supervision, campus supervisors and Student Attendance Review Board (SARB) team members.
- Develop, coordinate and implement procedures regarding child abuse reporting; direct schools on proper procedures to response of crisis situations, including school alerts, notification to staff and parents and collaboration with law enforcement.
- Plan, organize and implement long and short-term programs and activities designed to enhance Child Welfare and Attendance and Pupil Records programs and projects.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; attend and participate in assigned meetings, councils and conferences.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in sociology, psychology or related field and five years increasingly responsible experience in the administration of a school program in areas relating to attendance, discipline and school safety.
- Valid California Teaching Credential.
- Valid California Administrative Credential.

Licenses and other Requirements

- California Class C Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree.

Knowledge of:

- Planning, organization and direction of Child Welfare and Attendance and Pupil Records programs, services and projects.
- Practices, policies and procedures of school safety, attendance and student discipline.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable Federal and State laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Plan, organize, control and direct Child Welfare and Attendance programs and Pupil Record services.
- Serve as an informational resource to parents, the Board, personnel and various outside agencies.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain Federal and State laws, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Evening and variable hours.
- Remain on-call.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Dissatisfied, hostile or abusive parents.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/1/2013

Unit Approved:

Board Approved: 7/8/2013

FLSA Status: Exempt