MODESTO CITY SCHOOLS

Job Description

JC # 10016

SENIOR DIRECTOR, CHILD WELFARE AND ATTENDANCE

OVERALL RESPONSIBILITY

Under the direction of the Associate Superintendent, Student Support Services, provide leadership and assume responsibility for the District's Child Welfare and Attendance Program in keeping with guidelines established by the District and other governmental agencies.

SPECIFIC RESPONSIBILITIES

1. Plan and recommend programs and policies relating to discipline, attendance, school safety and other child welfare and attendance issues. *E*

2. Oversee incentive programs for increasing student attendance; oversee programs to facilitate re-entry of students who have dropped out of the educational system and those who are at-risk for school failure due to academic, social or behavioral issues. *E*

3. Process principals' expulsion recommendations and supervise the Administrative Panel. *E*

4. Coordinate with school personnel to assure adherence to state laws, local school board policies and school system guidelines regarding dropouts; assist district administrators with student due process as needed. *E*

5. Act as the Superintendent's designee to extend suspensions of regular education students pending a decision by the Board of Education in regard to student expulsions. *E*

6. Establish, coordinate and participate in committees related to attendance, dropout prevention and recovery of students; advise and participate in the training of district staff on the disposition, handling and release of student records. *E*

7. Serve as district liaison between staff, attorneys and the courts on student information subpoenas and court orders; advise staff and monitor compliance; seal student records upon receipt of court orders. *E*

8. File complaints in Municipal Court on behalf of the District against parents of children who have violated the laws regulating school attendance and make court appearances as necessary. *E*

9. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations; review existing and pending legislation related to assigned duties and procedural guidelines. *E*

10. Maintain, store and retrieve the district’s student records; advise school site staff of maintenance requirements; coordinate the collection of active and non-active student records; microfilm required school records; provide records upon request by authorized persons and by court orders. *E*

11. Attend Board of Education meetings and advise the Superintendent and Board members regarding student expulsions, exclusions and suspensions; prepare monthly summary reports to the Board regarding student suspensions; meet with the Board in closed session; prepare board agendas; represent the Board of Education at appeal hearings. *E*

12. Hear parent appeals of denied inter-district and intra-district attendance permits; determine validity of parent requests; determine school site availability of programs and/or services; meet with parents; prepare and present Board agendas at the request of parents for Board hearings. *E*

13. Develop, coordinate and implement procedures regarding child abuse reporting. *E*

14. Develop, implement and monitor district policy relating to intra-district and inter-district attendance permits; develop bulletins, letters and forms for the district's staff and parents; meet with representatives from other school districts; monitor permits granted and denied; present permit data to the Board. *E*

15. Serve on the Alternative Education Placement Committee. *E*

16. Coordinate the District's partnership programs with the Stanislaus County Probation Department and the Modesto Police Department, including Operation-Stay-In-School. *E*

17. Provide assistance to site administrators regarding attendance, chronic absenteeism, discipline, school safety, intra/inter-district transfers, and residency issues. *E*

18. Coordinate District meetings for administrators responsible for student supervision, campus supervisors and attendance liaisons. *E*

19. Lead and coordinate the District's disciplinary reduction initiatives. *E*

20. Provide timely and effective communications regarding incidents and/or situations relating to school safety which might impact the District. *E*

21. Evaluate personnel under immediate supervision. *E*

22. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.

23. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of laws relating to child welfare and attendance.
Knowledge of Federal and State regulations pertaining to the area of assigned responsibility.
Knowledge of and ability to apply management principles, budgetary and accounting procedures, supervisory skills and contract administration principles and practices.
Knowledge of and ability to apply problem solving processes and techniques.
Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
Ability to provide leadership in program development and implementation in areas of assigned responsibility.
Ability to develop and maintain cooperative relationships with those contacted in the course of work including community agency representatives.

Experience

Minimum Requirement:

Successful teaching experience.
Successful administrative experience in areas relating to attendance, discipline and school safety.

SENIOR DIRECTOR, CHILD WELFARE AND ATTENDANCE (continued)

Education/Credentials

Minimum Requirements:

Bachelor's Degree.
Valid California Teaching Credential.
Valid California Administrative Credential.

Desirable Qualification:

Master's Degree.

License

Valid California Driver's License.

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.
Sufficient depth perception to file documents and relate the spatial distances between objects.
Sufficient hearing to hear normal conversational speech on and off the telephone.
Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
Sufficient physical ability to reach horizontally and vertically with arms.
Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.
Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

REPORTS TO:

Associate Superintendent, Student Support Services or designee

Cabinet Approved: 3/21/19
Board Approved: 4/1/19