
Under the direction of the Director- Student Services, plan, organize, coordinate and implement Child Welfare and Attendance and Student Services functions for the District; support school sites and provide technical expertise and

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Laws and regulations relating to suspension, expulsion and attendance.

Graduation requirements and credits.

Education Code as it pertains to Child Welfare and Attendance.

FERPA.

Best practices regarding behavior interventions, function of behavior, accommodations and adult learning theory.

PBIS framework factors that affect school climate and culture.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate and implement Child Welfare and Attendance and Student Services functions for the District.

Support school sites and provide technical expertise and legal support relating to student discipline, attendance, enrollment, safety and parent concerns.

Conduct due process meetings.

Chair administrative panel hearings.

Determine appropriate placement of referred students into appropriate alternative placements.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

