

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Assistant Director, Student Services and School Attendance	FLSA:	Exempt
Department:	School Services and School Attendance	Salary Schedule:	Administrative Management
Reports to/Evaluated by:	Director, Student Services and School Attendance	Salary Grade:	Appropriate Placement

SUMMARY

Under administrative direction, the purpose of the position is to ensure that district wide processes and procedures are integrated and implemented consistently in the areas of discipline, school attendance, transfers and student enrollment. Plans, organizes, implements, and promotes services throughout the District that maximize student attendance and welfare and minimize truancy and dropout rates. Provides professional training, consulting, and support to school site administrators and staff who monitor and are accountable for positive attendance. Serves as a hearing officer for District School Attendance and Review Board proceedings. Assists the Director in the management of school site and home-based outreach services and student disciplinary procedures.

DISTINGUISHING CHARACTERISTICS

This is an upper management position, with career advancement opportunities to senior level management positions. The position provides District-wide direction for Foster Youth, Homeless Youth, and Student Attendance Review Board (SARB) proceedings. Advancement to this position is based on applicable experience and compliance with stated minimum qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the direction and management of Student Services and School Attendance (SSSA) policies to promote and facilitate the accomplishment of School District goals and objectives; assists in the development, evaluation and implementation of policies and procedures; ensures all appropriate measures are in effect for all services; identifies organizational strategies to promote effective use of district resources.
- Assist or Coordinate in supervising and providing day-to-day personnel management of staff assigned to Student Services and School Attendance. Plans and directs programs and ensures compliance with District, State and Federal regulations.
- Assist or Coordinate in establishing and implementing a comprehensive SARB process that includes site-level fact finding, hearings, and action plans, to define and promote high academic programs, standards, and expectations for student performance.
- Assist or Coordinate in planning, developing, and implementing multi-level training for site administrators and staff on maximizing attendance and SARB proceedings. Ensures school sites learn and implement positive attendance programs and progressive SARB proceedings.
- Assist or Coordinate in directing, coordinating, and presiding over District SARB proceedings. Assists in training SARB members in rules, documentation, and due process.

- Assist or Coordinate in planning school site discipline trainings, providing updated SSSA Handbook and collaborates with school site administration, district office administration and special education/504 administrators to ensure discipline procedures are consistently followed.
- Assist or Coordinate in supporting SSSA Consultants by reviewing cases referred to danger hearing and assists in developing resolutions; assists in hearing appeals for involuntary Alternative Education placements and student disciplinary procedures.
- Assist or Coordinate in overseeing and implementing SARB processes; provides training and oversees referral process; works with school site SARB Coordinators to ensure students and families with attendance issues are receiving appropriate interventions and that they progress through the SARB process.
- Assist or Coordinate in overseeing Master SARB Board, e.g., recruitment of board members, agendas, background information and all referrals to the District Attorney.
- Assist or Coordinate in working with school sites and families to guarantee the implementation of interventions prescribed by the Master SARB Board, e.g., attendance at Student Study Teams (SST) and Individual Education Plans (IEP) for high profile attendance cases, communication with community based organizations and police services.
- Assist or Coordinate in overseeing SARB documentation in Zangle as well as interoffice systems; ensures all appropriate documentation is followed to provide attendance data district wide for leadership and to complete California Con App – UMIRS and other year-end reports.
- Assist or Coordinate in overseeing SSSA Truancy Intervention Team in addressing severe attendance issues, advises school site staff, provides family support services requiring face to face communication at homes, transportation to essential meetings and health care support.
- Assist or Coordinate in working with Business Services Attendance personnel, Assessment and Accountability and Technology Services to ensure District Compliance with mandated State attendance laws.
- Serves as the SSSA Director's designee for Foster and Homeless Youth, e.g., registration and identification of students; training district staff.
- Assist or Coordinate in collaborating with SSSA Truancy Officer to identify and assist homeless families; coordinates transportation, food, and educational needs as needed.
- Assist or Coordinate in implementing Foster Youth and Homeless Legislation district wide; collaborates with child welfare agencies, probation, educational rights holders, foster parents and group homes; oversees enrollment and educational placement.
- Assist or Coordinate in serving as the District liaison to committees/educational memberships that focus on at-risk student interventions, emotional wellness, student suspensions, substance and child abuse, parental involvement and crisis interventions.
- Assists the Director on complex matters such as those associated with crisis response, student custody and welfare issues, etc.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: The position requires professional specialization in principles and practices of California education school management, knowledge of curriculum and instruction, budget practices, supervisory and performance management techniques, and District policy and procedures related to education; Advanced knowledge of and skill in student development, discipline, assessment, behavioral management, and parent relations; In-depth knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures; In-depth knowledge of educational techniques that enhance attendance of 'at-risk' students, those with sustained attendance and behavior problems; Knowledge of the principles and practices associated with organization and management as applied to the administration, analysis, and evaluation of programs, policies, and operational needs; Knowledge of budgeting practices and procedures; Special skill at facilitating group processes, resolving problems with quantitative and qualitative dimensions, and optimizing actions with a diverse population of students; Knowledge of and skill at accessing personal computer-based office productivity, specialized educational data management, and decision support applications; Well-developed written language skills to prepare complex reports; Well-developed human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, build an effective team, counsel employees, negotiate and resolve confrontation; and, A unique sensitivity to cultural and social diversity of students.

Abilities: Requires the ability to perform the essential duties of the position efficiently and effectively with administrative direction. Requires the ability to plan, organize, direct, and coordinate the work of certificated and classified staff at a school site; participate in the selection, supervision, training and evaluation of staff; evaluate work performance of staff, and prepare and monitor budgets; identify and respond to issues, concerns and needs of students, parents, and staff. Requires the ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations; assist parents and students in resolving school attendance related problems; work with increasingly complicated situations in dealing with student attendance and welfare, and parent/family problems; communicate effectively in a wide variety of settings, often requiring a unique sensitivity to others and persuasive ability to achieve results; communicate in a second language and work in a multi-ethnic setting; prepare mandated reports, complex records, and correspondence; and, plan and prioritize work in order to meet schedules and timelines.

Physical Abilities: Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to walk or move to various District locations. Requires the ability to use hearing and speech to make presentations to small groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

Education and Experience: A minimum of five (5) years of experience in education or equivalent position. Experience in the classroom and/or school administration is preferred.

License & Certificates: Requires a California Administrative Services Credential.