

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Administrator Student Services and School Attendance	FLSA:	Exempt
Department/Site:	Student Services and School Attendance	Salary Grade:	Contracted
Reports to/Evaluated by:	Assistant Superintendent, Educational Services	Salary Schedule:	Admin. Mgmt.

SUMMARY

Under administrative direction, plans, organizes, directs and integrates multidisciplinary programs for student behavior, attendance, welfare and student and school safety and security. Develops and implements programs that promote student attendance, improve student welfare, and prevent truancy and dropout.

DISTINGUISHING CAREER FEATURES

The Administrator for Student Services and School Attendance ensures that students with attendance problems who are enrolled in the District, gain full educational opportunity. The Administrator integrates these services with outreach, to enhance student attendance and the District's accounting of same. The position directs as a centralized, District-wide responsibility center for student welfare, student attendance matters, ensuring consistency among school sites in handling attendance, transfers, disciplinary referrals and multi-level school attendance and review board (SARB) proceedings. Advancement to this position is based on need and compliance with its stated minimum qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, evaluates, and updates the District's programs that promote student attendance, improve student welfare and prevent truancy and dropout. Develops information systems that monitor student attendance, inter-and intra-district transfers, and SARB activity and outcomes.
- Serves as the District's agent for ensuring enforcing the compulsory school expulsion, suspension, readmission, and attendance laws as described in the Education Code of California.
- Directs, assigns responsibility, establishes standards of performance, prioritizes, and monitors work progress of a staff consisting of managerial, paraprofessional, classified and clerical staff engaged in student attendance and transfer matters.
- Directs, coordinates and reviews outcomes from all actions dealing with compulsory attendance, suspensions, and expulsions. Approves exceptions to the laws and District policies and processes.
- Develops programs that promote satisfactory student attendance for all grades. Works with school administrators to develop programs, services, and structures for preventing suspension and expulsion.
- Directs and participates in counseling of students and parents on matters of irregular attendance, truancy, tardiness, and school behavior.
- Directs and consults with administrators who are conducting behavior reviews of students with sustained behavior and attendance problems.
- Serves as principle District representative in dealing with community-based organizations

and agencies in monitoring the supervision and placement of students who may also be under their authority and control.

- Maintains up-to-date knowledge of trends and case law to assure that Board policies and regulations are appropriately written and maintained. Researches, locates, and applies for special funding and grants to support, supplement, and enhance scope and level of service.
- Explains and interprets district policies and procedures related to student behavior to parents and students. Promotes satisfactory school conduct and attendance. Counsels parents concerning parental responsibility and compulsory school attendance laws.
- Participates with District executives and administrators in formulating policies and procedures relating to student attendance, behavior, and welfare matters. Implement district programs that apply to student matters; coordinates the implementation of district programs as they affect and relate to student matters.
- Develops and recommends annual budgets and work plans for administrative and Board review and approval. Oversees administration of departmental budgets.
- Ensures that record keeping, and management complies with documentation and record retention requirements.
- Directs and participates in working with all Foster Youth and Homeless students in the district.
- Oversight of Title IX cases in the district
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Advanced knowledge 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 specialization knowledge of laws, regulations, methods, practices, and procedures of effective law enforcement including those used in patrol, crime prevention, investigation, and identification. 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. Comprehensive 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. In- depth 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. Requires 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 select, establish standards, supervise, train, and evaluate staff. Requires the ability to evaluate and quantify business and program outcomes and prepare and monitor budgets. Requires the ability to 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. Requires the ability to assist parents and students in resolving school attendance related problems. Requires the ability to work with increasingly complicated situations in dealing with student attendance and welfare, and parent/family problems. Requires the ability to communicate effectively in a wide variety of settings, often requiring a unique sensitivity to others and persuasive ability to achieve results. Requires the ability to communicate in a second language and work in a multi-ethnic setting. Requires the ability to direct and prepare mandated reports, complex records, and correspondence. Requires the ability to plan and prioritize work to meet schedules and timeliness.

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 or in person. Requires near visual acuity to read printed materials and operate standard office equipment.

Education and/or Experience: The position requires a Master's degree. Experience in teaching, student attendance, welfare, counseling, or similar area is preferred.

Licenses and Certificates: Requires a valid driver's license. Requires a California Administrative Services Credential.