

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Student Services and School Attendance Area Specialist

Salary Schedule: Administrative Management

Department/Site: Student Services and School Attendance

Reports to/Evaluated by: Assistant Director, Student Services and School Attendance

FLSA: Exempt

SUMMARY:

The Student Services and School Attendance (SSSA) Area Specialist works under the direction of the Assistant Directors and Administrator of Student Services and School Attendance. This role requires strong leadership and communication skills, including oral presentation, verbal articulation, active listening, and coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attendance Oversight & SARB Process.
- Provide attendance support for school sites.
- Supervise Area Attendance Officers.
- Oversee SARB (School Attendance Review Board) processes.
- Serve as co-chair of District SARB Panel.
- Hold parent/student meetings to address attendance issues.
- Student Discipline & Legal Compliance.
- Serve as Superintendent's Designee for administrative meetings and expulsion hearings.
- Hear parent appeals for suspensions.
- Support school sites with discipline documentation.
- Report child abuse to CPS when necessary.
- Foster & Homeless Youth Support.
- Case manages foster and homeless youth (grades, attendance, discipline)
- Conduct Best Interest Determination (BID) meetings.
- Coordinate with DSS, Juvenile Probation, and county education services.
- Conduct homeless assessments (McKinney-Vento Act).
- Develop Needs & Service Plans for KIT students.
- Refer families to community support agencies.
- Collaborate with Special Education if needed to identify placement or specific needs.
- Enrollment, Registration & Educational Placement
- Perform enrollment and registration duties as assigned.
- Review enrollment/registration documents and make initial decisions regarding residency, custody, and school placement as needed.
- Leadership, Collaboration & Miscellaneous Tasks.
- Take initiative in developing systems and plans.
- Attend and participate in departmental/district/site meetings.
- Complete tasks and adjunct duties as assigned.
- Maintain communication across organizations and teams.
- Demonstrate leadership, cultural sensitivity, and understanding of poverty culture.

- Data, Reporting & Systems Management.
- Create written reports and data presentations; provide training.
- Audit Student Information System for accuracy (interventions, etc.)
- Maintain department systems.
- Perform tasks and adjunct duties as assigned.

QUALIFICATIONS

Knowledge of:

- Understand attendance coding, laws, and classifications (e.g., chronic truant).
- Knowledge of IDEA discipline procedures, FERPA, board policies, and manifestation determination.
- Familiarity with child custody, court orders, and legal terminology.
- Understand credit/unit accrual and graduation requirements.
- Knowledge of IEPs, 504 Plans, and disability categories.
- Use Student Information Systems and Reports, Microsoft Word, and Excel.

Certifications:

Education and Experience: Requires a bachelor's degree and three to five years' experience as a teacher, or similar/equivalent experience.

Working Conditions: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations. This position requires home visits to group homes for foster youth and to temporary residences for homeless families.

Licenses and Certificates: Pupil Personnel Services Credential or California Administrative Credential. May require a valid California Driver's License.

