

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Assistant Superintendent, the Coordinator administers and coordinates the implementation of programs to support child welfare, attendance and truancy for the District. Provides coordination and facilitation of child welfare services for students to ensure school success; oversees the District's School Attendance Review Board and advises and assists principals, teachers, and parents participating in School Attendance Review Teams to address attendance and truancy. Provides leadership, planning, budget control and evaluation for such programs, supervises assigned support staff, and performs other job related duties as assigned by the supervisor.

MAJOR DUTIES AND RESPONSIBILITIES:

The following is a list of duties that are representative of the position and include but are not limited to:

Essential Duties:

- Assists the Assistant Superintendent in developing, implementing, monitoring and evaluating all child welfare, attendance and truancy related programs, grants and related partnerships.
- Collaborates with staff to implement child welfare and attendance/truancy programs.
- Assists in planning and implementing services and programs held before/after school and summer school programs that address child welfare and attendance/truancy issues.
- Assures all functions are consistent with applicable state and federal regulations, policies, and programs, and the District's education goals, objectives and policies.
- Directs, coordinates and conducts inservice programs for District certificated and classified staff to improve their effectiveness in implementing child welfare and attendance/truancy programs.
- Develops and administers the budgets for programs related to child welfare and attendance/truancy within Board guidelines and state laws.
- Pursues both public and private funding sources to support child welfare and attendance/truancy programs.
- Acts as a liaison between the District and the Ventura County Office of Education at designated coordinator meetings, other state and local subcommittees, and trainings related to child welfare and attendance/truancy programs.
- Collaborates with local colleges, universities, community organizations and agencies to provide additional opportunities for OUHSD students needing attendance/truancy and other prevention programs.
- Prepares and delivers oral and written reports, recommendations, and presentations to the Board committees, parents, and others regarding child welfare and attendance/truancy program matters.
- Assists with security and maintenance of cumulative and other records pertinent to the operation of the child welfare and attendance/truancy programs.
- Visits classes and school sites on a regular basis to monitor effectiveness and assists when needed with issues related to child welfare and attendance/truancy.
- Designs and implements instructional programs that meet the needs of a culturally and linguistically diverse student population.
- Establishes and maintains cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community.

Other Related Duties:

- Keeps informed of current laws, regulations and trends related to child welfare and attendance/truancy programs by attending meetings, conferences and workshops, and by reading current professional publications.
- Keeps the administration informed of trends and changes.
- Assists the attendance reporting and monitoring process, the development and revision of board policies, administrative regulations, handbooks, and notifications related to child welfare and attendance/truancy.
- Participates in available training to meet new safety and/or technology standards.
- Performs other related duties as may be assigned by the Assistant Superintendent.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
3. Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy.
4. Vision sufficient to read handwritten, printed materials, and the display screen of various office equipment and machines.
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
8. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
9. Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations.
10. Physical strength sufficient to periodically lift and/or carry 25 pounds; occasionally lift 40 or more pounds with assistance.
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds.
12. Typically indoor work environment.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Current practices to improve student achievement through programs and services for child welfare and attendance/truancy prevention.
- Laws and regulations governing child welfare and attendance/truancy.
- Program design, planning, development, implementation and evaluation for prevention programs related to child welfare and attendance/truancy.
- Budget development and control.
- Grant writing/application process.
- Principles and practices of leadership, management, supervision and training.
- Technology and computer software applications relative to education and administration.
- Office of Civil Rights (OCR) complaints and procedures.

Ability to:

- Stimulate and motivate cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with students, program personnel, parents, staff and the public.
- Communicate effectively in the English language, both orally and in writing.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Take responsibility to use good judgment in recognizing scope of authority.
- Perform under demanding and varied work schedules, with the ability to remain flexible and focused during interruptions and distractions.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures, and directives, in accordance with assigned duties.
- Read, understand, interpret, apply and follow laws, rules, regulations, processes, policies and methods of the office, the District, and the State of California.
- Understand and carry out assigned work with minimal supervision.
- Maintain confidentiality of information, and use proper discretion concerning confidential matters.
- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures.

- Maintain patience and tolerance when working with “difficult” individuals.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Maintain accurate and neat records and reports.
- Present statistical material in table, chart or graph form.
- Plan, organize and coordinate the work of others.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Communicate effectively in the English language, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and follow complex oral and written directions.
- Perform mathematical calculations with speed and accuracy.
- Maintain regular attendance and punctuality.

Desirable Qualifications:

- Previous experience working at district level position supervising child welfare and attendance/truancy programs.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Successful experience in areas of conflict resolution.
- Ability to use a consultative approach to resolving work related issues.
- Communicate effectively in the Spanish language, both orally and in writing.
- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships.
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw valid conclusions in order to solve problems and facilitate decision-making processes.
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision.
- Previous counseling experience or experience working with “at risk” students.

REQUIREMENTS:

WORK YEAR:	Certificated Management Work year-206 Days
CREDENTIAL:	Valid California teaching credential. California credential authorizing service as an administrator.
EDUCATION:	Any combination of education and experience equivalent to a Master’s Degree or higher from an accredited college or university.
EXPERIENCE:	Previous experience in implementing effective child welfare and attendance/truancy programs. District or site experience in managing, student discipline, child welfare and attendance/truancy programs, and program referral.
SALARY:	Certificated Management Salary Schedule-Range E
LICENSES & CERTIFICATES:	Valid California Teaching Credential. Must possess a California credential authorizing service as an administrator. A valid Class C Driver’s License and evidence of appropriate insurance is required. A valid First Aid and CPR Certificate may be required.

Please note that this is a temporary/restricted position funded by categorical/grant revenues.