

Sweetwater Union High School District

COORDINATOR OF ATTENDANCE AND STUDENT WELFARE

Purpose Statement

The job of Coordinator of Attendance and Student Welfare is done for the purpose/s of providing referrals to families and/or students; representing the district as the child welfare attendance representative; complying with federal, state, county and district policies, regulations and/or procedures; and providing administrative staff assistance to site administrators and Director of Student Support Services.

Essential Functions

- Conducts meetings (e.g. referrals, due process, discipline, School Attendance Review Board, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Oversees the attendance process in assisting students in resolving unsatisfactory attendance problems for the purpose of ensuring effective student education and compliance with all related regulations.
- Researches and develops strategic programs and procedures for the purpose of achieving student attendance improvements and compliance with all relevant policies.
- Responds to all requests from various internal and external sources (e.g. teachers, school administrators, parents, outside agencies, etc.) for the purpose of investigating and assisting in resolving student attendance problems, boundary issues, discipline and expulsion processes.
- Attends meetings, conferences, workshops, etc. (e.g. county and state workshops, etc.) for the purpose of understanding the changes for updating and implementing district procedures.
- Files a variety of documents (e.g. probation referrals, attendance reports, outside agency requests, etc.) for the purpose of assisting students and complying with mandated requirements.
- Serves as district liaison to various people and agencies (e.g. School Attendance Review Boards, community support agencies, parents, etc.) for the purpose of representing the district to county/state child welfare and attendance agencies.
- Trains school administrative staff for the purpose of ensuring that staff are up-to-date on current local, state and federal legislation and policy interpretation.
- Coordinates with outside agencies, school sites, etc. for the purpose of providing referrals to families and/or students.
- Initiates calls and home visits for the purpose of ascertaining reason/s for absences and informing students and/or parents of provisions of compulsory attendance laws.
- Performs personnel administrative functions (e.g. interviewing, recommending, discipline, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Maintains student records (e.g. attendance reports, parent inquires, complaint reports, etc.) for the purpose of ensuring program effectiveness complying with mandated requirements.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Techniques and methods for counseling students; business telephone etiquette; stages of child development; and concepts of School Attendance Review Boards (SARB).

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education, and three years of successful secondary teaching/counseling experience. Site administrative experience is desirable.

Required Testing

None Specified

Certificates

California Teaching/Counseling Credential
California Administrative Services Credential

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224