

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Administrator, Child Welfare and Attendance

DEFINITION

Under general direction, plans, organizes, and coordinates a child welfare and attendance program designed to enforce the compulsory school attendance laws and to protect the rights and welfare of students; to provide direct services to smaller districts and assistance regarding pupil and administrative problems to larger districts; to act as liaison between school and community by coordinating services to improve school attendance. Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent, Administration and Student Programs

SUPERVISION OVER

Professional and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides direct services to districts as required; provides consulting services to school district personnel to insure uniform compliance with state school attendance procedures; monitors all districts' School Attendance Review Board (SARB) hearings; provides information to all districts regarding admission requirements, campus order, child abuse, child custody problems, continuation schools, disciplinary procedures (suspension, expulsion and expulsion appeals), foster home placement, inter-agency cooperation, and inter-district attendance and appeals. Provides information to all districts and interested persons regarding private schools affidavits, school records, vandalism reporting, and residence requirements; serves as a resource person to community agencies, parent groups and school districts; advises the superintendent and Board of Education on appeals and potential conflicts of laws related to school attendance; speaks before community groups, and agencies; participates in workshops, conferences, and other activities that affect child welfare and attendance programs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Pupil Personnel Services or Administrative credential; direct or related experience in site or central office administration, child welfare and attendance supervision or counseling, coordinating SARB activities, arranging for community resources and membership in community agencies which provide for the development of community resources to meet students' needs, involvement with professional associations in developing strategies and programs for students at risk.

Knowledge, Skills, and Abilities

Knowledge of the functions of the County Superintendent of Schools; compulsory school attendance laws; public school system, Education Code, Welfare and Institutions Code and rules and regulations of the State Board of Education (Title V) as applied to child welfare and attendance; role of an attendance worker in the public school system, and the State School Attendance Review Board's concept; ability to plan, organize and implement a county-wide program of child welfare and attendance services; advise and assist school districts regarding problems affecting school attendance; establish a cooperative working relationship with school personnel, governing boards and community agencies; act as a liaison to resolve potential conflicts.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed; and willingness to travel within the state as required.

Approved July 1998