

COORDINATOR, CWA AND STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Director- Student Services, plan, organize, coordinate and implement Child Welfare and Attendance and Student Services functions for the District; support school sites and provide technical expertise and legal support relating to student discipline, attendance, enrollment, safety and parent concerns; conduct due process meetings; chair administrative panel hearings; determine appropriate placement of referred students into appropriate alternative placements; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, coordinate and implement Child Welfare and Attendance and Student Services functions for the District ; support school sites and provide technical expertise and legal support relating to student discipline, attendance, enrollment, safety and parent concerns; train school site teams in positive behaviors, interventions and supports.

Conduct due process meetings; communicate with parents, students and school administrators to review suspensions, student rights and expulsion processes.

Chair administrative panel hearings; serve as Superintendent's designee to facilitate hearings and recommend expulsions to the School Board as appropriate; prepare finding of facts; receive and respond to concerns; investigate problems and develop solutions as required.

Determine appropriate placement of referred students into appropriate alternative placements; process intra- and inter-District transfer requests; review and determine SARB eligibility; conduct home visits to serve subpoenas in accordance with applicable laws, codes, rules and regulations.

Review appeals process for inter- and intra-District disciplinary matters.

Oversee and support school attendance review teams; serve as chairperson and facilitator of student attendance review board hearings.

Coordinate District Saturday School functions; receive and process invoices for payment; communicate and hire contractors; provide school and District administration with ADA recovery totals; maintain related documentation.

Conduct and facilitate trainings and meetings regarding legislation, student discipline, enrollment, attendance, policies, procedures and records management.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

COORDINATOR, CWA AND STUDENT SERVICES

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations relating to suspension, expulsion and attendance.

Graduation requirements and credits.

Education Code as it pertains to Child Welfare and Attendance.

FERPA.

Best practices regarding behavior interventions, function of behavior, accommodations and adult learning theory.

PBIS framework factors that affect school climate and culture.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate and implement Child Welfare and Attendance and Student Services functions for the District.

Support school sites and provide technical expertise and legal support relating to student discipline, attendance, enrollment, safety and parent concerns.

Conduct due process meetings.

Chair administrative panel hearings.

Determine appropriate placement of referred students into appropriate alternative placements.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

COORDINATOR, CWA AND STUDENT SERVICES

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional:

Required: Master's degree in education, public administration, or related field and five years professional experience in a public school setting with increasingly responsible site leadership experience.

Personal:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must hold a valid Clear Administrative Services Credential.

Must possess a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office/classroom/outdoor environment.

Driving a vehicle to conduct work.

Variable hours.

HAZARDS:

Dissatisfied or abusive individuals.