



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**CHILD WELFARE AND ATTENDANCE SUPERVISOR**

**DEPARTMENT/SITE:** Student Services

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 11

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Student Services

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Student Services, the Child Welfare and Attendance Supervisor is to ensure that district wide processes and procedures are integrated and implemented consistently in the area of school attendance. This position is accountable for improving student achievement through effective management of target areas: enforcing the compulsory school attendance laws as provided in the California Education Code and assisting students to stay in school and on target to graduate. This includes planning, organizing, implementing, and promoting services throughout the District that maximize student attendance and welfare in order to minimize truancy and dropout rates. Provides professional training, consulting, and support to school site administrators and the staff who monitor and are accountable for positive attendance. The incumbents in this classification provide the school community with an efficiently and effectively managed competent program for school attendance and child welfare activities which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Builds student, family, and community relationships to reduce barriers to student attendance with the aim of keeping students out of the SARB (School Attendance Review Board) process.
- Consults with and assists site administrators and Curriculum and Program Specialists with the design of and/or approaches to curriculum that encourages attendance and re-entry to mainstream schools.
- Coordinates and oversees district level responsibilities around site registration processes.
- Coordinates professional development for District staff related to attendance policies and procedures for ensuring that staff are up-to date on current, local state and federal legislation and policy interpretation.
- Directs administrative processes such as, but not limited to work assignments for home and school liaison workers, homeless and other programs.
- Directs and participates in preparation of a variety of externally mandated and internal performance reports for providing updates to District leadership.
- Directs home visitations, and visits homes of students with attendance problems.
- Ensures quality school-to-community relationships. Maintains proactive contacts with community-based groups, parent concerns and establishes communication forums for parents, students, and community-based public and social service agencies.
- Establishes and implements a comprehensive SARB process that includes site-level fact findings, hearings, and action plans, to promote high academic programs, standards, and expectations for student performance.

- Organizes trainings needed related to attendance accounting procedures.
- Oversees and coordinates open enrollment and the process for Inter- and Intra-District transfers; approves all transfer requests.
- Manages the new Attendance Call Center staffed by Office Assistants to ensure contact with parents regarding student absences.
- Plans, develops, and implements multi-level training for site administrators and staff on maximizing attendance and (SARB) School Attendance Review Board proceedings. Ensures that school sites implement positive attendance programs and progressive SARB proceedings.
- Presides over District SARB proceedings, and trains SARB members in rules, documentation, and due process.
- Plans, develops, and implements parent notifications letters regarding attendance and truancy and provides training to staff.
- Provides expert advice and guidance to attendance secretaries and works with auditors during periodic outside review of the District's attendance recording.
- Provides guidance, encouragement, and support to program staff to maintain high morale in performing difficult work relating to students with attendance issues
- Serves as the District liaison to committee/educational memberships that focus on at-risk student interventions, emotional wellness, student suspensions, substance and child abuse, parental involvement and crisis interventions.
- Serves as the District's Representative at Juvenile Court hearings concerning attendance matters including preparation work if a trial is requested by the parent and ensuring the scheduling of appropriate District and school site personnel to testify at court if needed
- Supervises and provide day-to-day personnel management of staff assigned to Child Welfare and Attendance. Plans and directs programs and ensures compliance with District, State, and Federal regulations and ensures compliance with legal timelines.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police, and Sheriff's Departments and other community-based organizations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Laws, principles, codes, policies, and procedures related to minor with special expertise in attendance
- Techniques to minimize and resolve conflict
- Policies, procedures, and techniques for maintaining confidential records and files
- Special projects related to attendance and at-risk youths
- Counseling techniques to assist students and families in crisis
- Personnel processes and attendance procedures relating to student school attendance
- Concepts of grammar and punctuation
- Community resources

### **Skills and Abilities to:**

- Communicate clearly with diverse groups and individuals including students, parents , law enforcement, social service agency representatives, and district staff
- Apply laws, policies, and procedures in a fair, consistent manner
- Contribute to the successful fulfillment of the District Mission
- Learn and appropriately apply district policies and procedures and other regulation related to the position

- Maintain appropriate confidentiality about the status of staff, students, school, and district activities
- Operate standard office equipment including district-issued technology hardware and software
- Apply current District-standard technology to assigned duties
- Communicate effectively, both orally and in writing
- Prioritize work by meeting deadlines and schedules
- Work as part of a team
- Work with detailed information/data
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Establish and maintain effective working relationships with all those encountered in the course of work

### **RESPONSIBILITY:**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's degree from an accredited university in one of the following: social science, educational psychology, social work, criminology, criminal justice or related field; A Master's degree is preferred.

### **EXPERIENCE REQUIRED:**

Three (3) years of directly related and progressively responsible experience in Child Welfare/Attendance or two (2) years of Administrative and/or Pupil Personnel services experience in a specified field, including supervisory experience.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider at District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen