

STOCKTON UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, CHILD WELFARE & ATTENDANCE (CWA)

DEFINITION:

Plan, organize, coordinate and evaluate a comprehensive attendance and drop-out recovery program for the Stockton Unified School District. Integrate the work of the department into the total educational program of the District in an effort to achieve maximum results from the instruction provided through improved student attendance. Direct implementation of local, state and federal programs in related areas; and perform duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Assistant Superintendent – Student Support Services or designee and exercises general supervision over certificated and classified personnel in the CWA department.

EXAMPLES OF DUTIES: – Duties may include, but are not limited to, the following: *(E represents essential functions).*

Establish and implement uniform standards and procedures for organization, clerical practices and performance of functions of the staff assigned to the CWA department. *(E)*

Coordinate assigned activities with the District's divisions to develop attendance and truancy policies and procedures, which will serve as an integral part of the total educational program. *(E)*

Provide leadership in the implementation of staff development programs appropriate to the needs of CWA personnel. *(E)*

Review program, budget and department grants; review plans with external agencies to provide coordinated services; assure conformance with local, state and federal objectives; receive input to the plans *(E)*

Plan for the continuous evaluation and improvement of the services provided by the CWA department. *(E)*

Represent the Child Welfare & Attendance Department and District in the areas of student attendance and drop-out prevention in its cooperative relationships with community members, community agencies, K-12 level District committees and councils and personnel in other organizational units and offices. *(E)*

Participate in the grant writing process to pursue additional funding sources for the CWA department. *(E)*

Develop and maintain an effective system of communication with and among all CWA personnel and school sites. *(E)*

Evaluate the performance of CWA personnel. *(E)*

Oversee the implementation and monitoring of Saturday school at the District level with each school site. *(E)*

Advise and collaborate with the site staff and administration on all areas of CWA, building and implementing programs, practices, strategies, systems, and building relations with students and a welcoming, accepting, nurturing environment on every campus. *(E)*

Establish and implement uniform standards and procedures for organization, clerical practices, and performance of functions of the staff assigned to the CWA Department. *(E)*

Consult with District and site administrators and principals on laws and regulations related to attendance and discipline. *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in attendance, truancy and drop-out prevention program areas
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Collective bargaining agreements
- Program assessment and evaluation
- Possess oral and written communication skills at a high level

Ability to:

- Plan, organize, develop and coordinate the activities in relation to attendance, truancy and drop-out prevention
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community and organizations
- Provide effective training and curricular development for support staff
- Prepare oral and written reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job task

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university preferred
- Three (3) years of administrative experience preferred

License and Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days date of hire
- Pupil Personnel Services Credential and/or counseling experience preferred
- Administrative Credential or intern eligibility required

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bend at the waist.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 03

12-month work year (~245 work days with 24 vacation days)

Board Approval: 02/27/2024