

STOCKTON UNIFIED SCHOOL DISTRICT

CHILD WELFARE AND ATTENDANCE COUNSELOR

Under the direction of the Administrator for Student Services/Child Welfare and Attendance, the Child Welfare and Attendance Counselor works directly with students, leaders, administrators, other educational personnel and community agencies to develop, promote, monitor/manage, and coordinate a program that ensures and enforces students' rights and responsibilities as they relate to his/her welfare and compulsory school attendance.

Examples of Duties and Responsibilities - Duties and responsibilities may include, but are not limited to, the following:

Enforce the Compulsory School Attendance Laws.

Protect the Rights and Welfare of Youngsters.

Counsel with site administrators, instruction staff, District personnel on pupil attendance problems.

Counsel with pupils and families regarding welfare and attendance problems.

Act as a community resource - community intelligence.

Maintain a good working relationship with community agencies.

Act as a specialist in legal matters pertaining to Child Welfare Laws.

Give interpretation of school policies and laws related to minors.

Maintain professional relationship with other school districts.

Initiate and maintain home visitations.

Represent the District at local on-site "Mini-SARB's" regarding pupil welfare and attendance problems.

Represent the District as required at District School Attendance Review Board [SARB] hearings regarding pupil welfare and attendance problems.

School records

School Attendance Review Board [SARB]

Severance of Attendance

Truancy prevention

Work permits/Child Labor Laws

Represent the District as required at Court ordered "Show-Cause" hearings regarding pupil welfare and attendance problems.

Assist in the issuance, monitoring and reporting of work permits as required by the District and State.

Monitor the placement and movement of pupils within and without the District.

Coordinate and maintain community involvement (other agencies) directed at improving community relations.

Coordinate and cooperate with Community Youth Employment Programs.

Develop alternatives to regular school attendance. Facilitators of placement in alternative programs.

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Maintain close working relationship with District Support Services and School Sites by providing counseling and consultant services in the following areas:

- Admission (re-admission) and placement
- Attendance accounting procedures
- Attendance problems
- Campus order
- Central Juvenile Index
- Child Abuse
- Child custody problems
- Code requirements (Education, Welfare and Institutions, Penal, etc.)
- Compulsory school attendance
- Continuation education
- Delinquency and crime Disciplinary procedures
- Expulsion
- Inter-agency cooperation
- Intra/InterDistrict Attendance Approval and Denial
- Interviewing and removing pupils from school
- In-service programs
- Juvenile Justice System
- Legislation (CASCWA--California Association of Supervisors of Child Welfare and Attendance)
- Non-immigrant/non-citizen
- Foster homes and institutionalized pupils
- Opportunity programs
- Private Schools
- Public and private agency liaison
- Rights and responsibilities of pupils and parents

QUALIFICATIONS

Knowledge of:

- Child development, behavior dynamics.
- Counseling techniques and methodology.
- Student assessment practices and interpretation of test data.
- Laws related to minors.
- Conflict resolution and problem solving techniques.
- Community resources.

Ability to:

- Plan, organize and establish priorities.
- Relate well to students, staff, parents and others.
- Assist others in resolving problems.
- Communicate clearly and succinctly.

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Relate to diverse cultures.

Promote quality human relationships.

Education and Experience:

Pupil Personnel Credential as required by law.

Any combination of three (3) years experience in the following areas: elementary or secondary teaching, or counselor.

Defined expertise in the areas of Drop Out Prevention (Early Intervention Techniques) and Community Resources.

Salary Placement:

Stockton Pupil Personnel Association (SPPA)

190 Work Days