



Coordinate all actions regarding exceptions to the compulsory attendance laws, all exemptions, suspensions, exclusions, and expulsions, and maintain records of all actions. **E**

Meet regularly with Alternative Education administrators /staff to develop dropout prevention and Social Emotional Learning (SEL) Strategies. **E**

Attend monthly County Office of Education alternative education meetings. **E**

Represent District at inter-district collaboration meetings to development inter-district restorative justice strategies. **E**

Assist Alternative Education schools with WASC accreditation preparation. **E**

Develop attendance and disciplinary contracts. **E**

Review and stay up-to-date of current laws addressing the due process rights of special education students. **E**

Work cooperatively with the other agencies and offices in establishing positive and acceptable behavioral and attendance standards for students. **E**

Participate significantly in formulating district policies and procedures which relate to student matters; implement district programs that apply to student matters; coordinate the implementation of district programs as they affect and relate to student matters. **E**

Visit schools and homes to consult with school personnel, students,

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; produce and distribute monthly suspension reports and other required documents to schools and designated departments; operate a computer. **E**

Serve as a Title IX Coordinator regarding student matters; receive and resolve Title IX complaints regarding sexual harassment of students by other students. **E**

Provide re-entry conferences and placement for foster youth, special education, adjudicated youth, previously expelled students, and students seeking alternative education opportunities; work in coordination with the district's School Attendance Review Board (SARB) in matters regarding student re-entry and student behavior reviews. **E**

Collect data and develop an annual comprehensive report of information regarding suspension and expulsion; make recommendations to the Governing Board. **E**

Serve as a member of the Multidisciplinary Team as assigned. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Work with secondary education department(s) as needed. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and four years of increasingly responsible experience in an administrative or supervisory position. Preference may be given for experience as a child welfare and attendance worker, counselor, or administrator.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

State and local laws about school attendance, discipline, transfers, student due process, and (SARB).

Outside agencies available to s ~ n n "O } f eh n i 'o

Interpersonal skills using tact, diplomacy, patience, and courtesy.  
Effective oral and written communication skills.  
District organization, operation, policies, regulations, and procedures.  
Principles and practices of effective supervision and personnel management.  
Operation of a computer and related software.

**ABILITY TO:**

Provide forceful support of district policies, procedures, and existing laws.  
Understand how various multicultural backgrounds and economic conditions affect child welfare and student attendance.  
Work effectively with people in difficult situations.  
Effectively lead district change efforts in the area of dropout prevention.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively both orally and in writing to a variety of audiences.  
Read, interpret, apply, and explain rules, regulations, restrictions, policies, and procedures.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Organize and work with schools, parents, and community individuals and groups.  
Make home calls/visits to parents/guardians.  
Maintain records, and prepare comprehensive reports.  
Plan and organize work to meet schedules and timelines.  
Analyze situations accurately, and adopt an effective course of action.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and related software.  
Supervise and evaluate the performance of assigned staff.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals.

*(Former Classification: Director I, Behavior Hearing Office-Student Placement)*

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.