

STOCKTON UNIFIED SCHOOL DISTRICT

ADMINISTRATOR OF 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 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:

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

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.

Provide leadership in the implementation of staff development programs appropriate to the needs of CWA personnel.

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

Plan for the continuous evaluation and improvement of the services provided by the CWA department.

Represent the Student Support Services 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 office.

Participate in the grant writing process to pursue additional funding sources for the CWA department.

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

Evaluate the performance of CWA personnel.

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 accredited college or university
- Three (3) years of administrative experience
- Appropriate administrative and/or supervisory credential

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

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

Board Approval: 02/22/06

Management re-alignment effective 03/01/19