



COORDINATOR IV: DISTRICT OUTREACH FOR ATTENDANCE RECOVERY AND ENGAGEMENT

DEFINITION:

Under the general direction of the Director of Student Services, serves as a district resource for attendance and engagement recovery to schools, families, and students from Kindergarten through 12th grade.

This Coordinator collaborates with the Director of Student Services to support the needs of all staff in student attendance, student re-engagement, and truancy response; develops and coordinates district outreach to disengaged students and families in a variety of ways, including professional learning, shared responsibility and leadership, and capacity-building to support family and student engagement and the effective navigation through the educational and truancy response system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops, coordinates and implements research based engagement strategies to support students and families who have become disengaged in the educational system.
- Designated as district contact and resource for site staff and families for re-engagement strategies and community-based resources.
- Develops and implements school engagement plans for students going through the SARB process.
- Conducts records review of students with chronic absenteeism, excessive absences, or students referred to SARB.
- Develops and implements district home visit protocols.
- Creates and implements a referral system for site staff to refer students and families for a home visit.
- Creates and implements a progress monitoring system to track student attendance and engagement progress.
- Maintains records of all student and family engagement efforts, reports, surveys, and communications.
- Facilitates and implements home visits of students based on chronic absenteeism, excessive absences, students participating in the School Attendance Review Board process and/or disengagement from site instruction.
- Provides professional learning opportunities for teachers, support staff, and administrators in effective strategies for creating a welcoming environment, establishing home-school communication, developing cultural competency, and ensuring the inclusion of all students and their families.
- Collaborates with other parent involvement programs and city/county resources for students and family resources.
- Participates on the District School Attendance Review Board.
- Participates on Site Attendance Review Boards upon request.
- Participates on site SST/SRT meetings upon request.
- Represents the district at state and county meetings related to SARB, truancy response
- Provides workshops and seminars for parents and families at the site and district on a regular basis.
- Provides training and workshops on engagement strategies and home visit protocols to district classified staff, including community liaisons and campus control assistants to build site and district capacity.

Coordinator IV: District Outreach For Attendance Recovery and Engagement - Continued Page 2

- Works with district staff to publicize, communicate, and post community based resources and supports on the district web-site.
- Provides technical assistance related to connecting families to community resources and removing barriers to school engagement.

QUALIFICATIONS GUIDE:

KNOWLEDGE OF:

- Applicable state and federal laws, regulations, and compliance requirements regarding student attendance and truancy response policies and practices in California
- Family engagement frameworks, research, and literature.
- Strategies for fostering a culture of inclusion, respecting the diversity of families' economic, linguistic and cultural backgrounds
- Effective presentation strategies

ABILITY TO:

- Communicate and collaborate effectively with diverse groups and audiences
- Analyze complex situations and prepare response alternatives for consideration by decision making groups
- Operationalize engagement strategies into effective and efficient protocols that can be replicated at the site level
- Collaborate with other agencies in planning and implementing effective home visit protocols and practices, including staff training, within established budget constraints.

CREDENTIAL:

- Valid Administrative Services.

EDUCATION AND EXPERIENCE:

- Three years of successful, relevant education related work experience
- A Master's degree from an accredited college or university is preferred
- Possession of a valid California driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear; the employee is required to walk; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.