



Irvine Unified School District

COORDINATOR IV, STUDENT SERVICES

CHILD WELFARE AND ATTENDANCE (CWA)

DEFINITION

The Coordinator, Student Services, under the general supervision of the Director of Student Support Programs, is responsible for the administration, coordination, and supervision of all district child welfare and attendance operations.

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

District Support

- Provides administrative and organizational leadership for the district child welfare and attendance office.
- Provides leadership for maintaining and improving attendance procedures in the individual schools of the district.
- Manages procedures for enrolling students and collecting and maintaining student demographic and emergency data.
- Coordinates the administration and enforcement of all matters pertaining to compulsory attendance, residency, guardianship, open enrollment, and intra- and inter-district transfers.
- Manages the total operation of the School Attendance Review Board (SARB) and serves as its chair.
- Serves as chief Administrative Hearing Officer in all district expulsion hearings and coordinates the student discipline review and hearing process.
- Provides expert assistance and legal updates to all school administrators relative to legal interpretation of the California Education Code and other codes involving CWA issues.
- Manages appropriate implementation for all I-20 and I-538 permit forms pertaining to students new to the district who are from foreign countries.
- Supervises the development and issuance of all student leaves of absence and work furloughs.
- Assists in the development of district attendance and disciplinary policies and procedures.
- Maintains an accurate understanding of all alternative programs available to district students.
- Provides staff development programs for administrative and certificated staff in matters pertaining to CWA.
- Supervises and evaluates subordinate personnel.

Community Support

- Assists the Irvine Police Department with all truancy-related matters.
- Serves as coordinating team member of a joint attendance improvement/truancy reduction task force whose members include representatives from the Irvine Police Department, Orange County Probation Department, Irvine Unified School District, and the Community Services Program (CSP).
- Provides liaison with county and community agencies dealing with all matters related to CWA.
- Conducts home visits and other related activities to promote positive school attendance.

Records/Reporting

- Develops, maintains, and coordinates all district-wide reporting efforts pertaining to CWA requested by local, state and federal agencies: CBEDS, drop-out data collection, severance of attendance, work permits, California Safe Schools Assessment, I-20/I-538 reports, child abuse reporting, inter-district transfers, etc.
- Coordinates district-wide maintenance of all student records and the processing of materials from these records as requested by authorized persons and/or agencies.

- Prepares, updates, and coordinates the annual distribution of the "parent and guardian rights and responsibilities notification" pursuant to Education Code 48980.
- Coordinates on-going school-site utilization of the student discipline data base to assure appropriate communication with teaching staff regarding inappropriate behavior committed by students.

KNOWLEDGE/SKILLS:

Child welfare and attendance laws, district policies and procedures related to suspension, expulsion and involuntary transfer of students, counseling and conflict mediation strategies, alternative educational and intervention programs within and beyond the district, due process requirements, truancy prevention and drop-out recovery programs, effective SARB practices, effective parenting skills.

QUALIFICATIONS GUIDE:

- Credential: Valid California administrative credential
- Education: Master's degree or higher
- Experience: 5 years teaching and 3-5 years of successful administrative experience with a record of leadership in an educational setting.

CREDENTIAL:

Valid California Administrative Credential

TRAINING AND EXPERIENCE:

Successful teaching and/or supervisory experience totaling at least five years.

EDUCATION:

Bachelor's Degree, or higher, from an accredited college or university.

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 stand; walk; sit; use hands to finger, handle, and feel objects, tools, and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk and hear; and taste and smell.

The employee must occasionally lift and/or move up to 50 pounds. 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.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.

COMMENTS:

Applicant is required to operate a motor vehicle. Must be able to operate computer related equipment.

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