

MORGAN HILL UNIFIED SCHOOL DISTRICT

POSITION TITLE:     Coordinator of Child Welfare and Attendance

General Description of Position:

The Coordinator of Child Welfare and Attendance is responsible to the Director of Special Services for the development, implementation and evaluation of the district's attendance programs, alternative schools, and serving as liaison with appropriate public and private agencies.

Duties and Responsibilities

1. Instruction

- a. Coordinates district's program with alternative schools designed to meet the needs of exceptional students.
- b. Conducts home visits or other recognized methods to verify absence in cooperation with school site attendance personnel.
- c. Follows up on absentee referrals from schools and determines reasons for absenteeism.
- d. Assists in solving absentee problems or refers parents or student to a person or agency to bring about an appropriate solution.
- e. Counsels students and parents on the positive aspects of staying in school.
- f. Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism.
- g. Establishes and maintains a system of keeping records and makes reports for future referral.
- h. Assists principals in planning innovative programs aimed at keeping children in school.

2. Community Relations

- a. Makes presentations on the positive aspect of the absentee program to service groups and parent organizations.
- b. Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, pupils and school staff.
- c. Serves on SARB/CARB and District Continuation High School Involuntary Transfers Committee.
- d. Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement.
- e. Participates in community affairs.

### 3. Fiscal Management

Informs Director of Special Services regarding the needs of special attendance programs; i.e., Saturday School, in-house suspension, Opportunity Class, Day Center Program, Home Teaching, Inter/Intra District Agreements, Work Permits, Pupil Records.

### 4. Personnel Management

- a. Participates in the personnel selection process when appropriate.
- b. Makes policies clear to all school personnel.
- c. Administers district attendance policies.
- d. Promotes and maintains a professional attitude among staff.

### 5. In-Service

Is responsible for the certificated and classified inservice activities in the areas of attendance, suspension, expulsion and special attendance oriented programs.

### 6. Professional Obligations

- a. Keeps abreast of professional literature and recent research findings in education and employs such information in the district program.
- b. Participates on district and professional committees.
- c. Represents the district on other decision-making bodies when appropriate.
- d. Works closely and cooperatively with other district administrators as a team member of the district management group.

### 7. Authority and Functions

Performs other tasks and functions as are assigned by the Superintendent, Assistant Superintendent of Instructional Services or the Director of Special Services.

### 8. Working Conditions

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.