

Director of Child Welfare and Attendance – Job Description

18. Represent the District in matters related to District responsibilities in discipline and alternative programs and services including suspension, expulsion and special placements except for categorical and special education programs.
19. Oversee, evaluate, maintain and recommend District policies related to Child Welfare and Attendance.

Knowledge and Skills Required

1. Ability to deal effectively with parents, students and staff members.
2. Ability to prepare and deliver large and small group oral presentations.
3. Ability to establish and maintain effective working relationships with others.
4. Ability to implement collaborative and team building processes.
5. Ability to use English in both written and verbal form.
6. Ability to communicate effectively both orally and in writing.
7. Ability to attend meetings as required for the purpose of conveying and/or gathering information required to perform functions.
8. Knowledge of school operation and industry standards.
9. Skill in providing leadership to personnel within organizational setting.
10. Skill in working with diverse group of individuals and handling situations with tact, diplomacy, and discretion.
11. Skill in establishment and maintenance of effective working relationships.

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

1. Master's Degree in Education or related field is required.
2. Training in management and leadership skills is required.
3. A minimum of four (4) years of successful classroom teaching experience preferred
4. A minimum of three (3) years of successful school administrative experience at the site level preferred.
5. Strong background in substance abuse prevention, intervention, and suppression programs, crisis intervention, and gang activity suppressive programs desirable.

Licenses, Certifications and Testing Required

Valid California Teaching Credential

Valid California Administrative Services Credential

Must possess or have ability to obtain a valid California driver's license.

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well being or work output of other people and meet multiple demands from several people.

Work Days: 226 Days