

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator II, Attendance	REPORTS TO:	Executive Director, Prevention and Intervention
DEPARTMENT:	Student Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-23/Management Salary Schedule

(Former Classification: Attendance Officer)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; enforce the compulsory school attendance laws as provided in the Education Code of California to assist students to stay in school on target to graduate; assist in various areas related to attendance including expulsions and readmissions in support of encouraging students to achieve their personal best and providing a safe, clean and orderly learning and working environment; make home calls to parents/guardians to establish collaborative relationships with staff, families, students, and the community and to encourage and welcome the valuable contributions of our families.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, direct and assist in various programs, activities and areas related to attendance including expulsions and readmissions and the School Social Work Program. *E*

Enforce the compulsory school attendance laws as provided in the Education Code of California. *E*

Make home calls to parents/guardians according to established procedures and time lines to encourage all students to stay in school on target to graduate; ascertain cause of absences and adopt or recommend effective courses of action. *E*

Interpret and explain District policies and procedures related to attendance to families and students in an accurate and timely manner; promote satisfactory school attendance to assist students to stay in school on target to graduate; counsel families concerning parental responsibility and compulsory school attendance laws. *E*

Prepare and maintain accurate and timely records and reports related to student attendance ~~actions and~~ activities and operations; complete School Attendance Review Board (SARB) forms in an accurate and timely manner. *E*

Communicate in a timely manner with District personnel, the Board of Education, SARB, families and outside organizations to coordinate activities, resolve issues or concerns, or exchange information to provide timely delivery of high quality services; recommend student placement or transfers as appropriate to provide students with high quality options and a variety of activities. *E*

Aid in the identification of students with social, emotional, and academic problems which tend to interfere with satisfactory school adjustment to assist students to stay in school on target to graduate and demonstrate the character and competencies for workplace success. *E*

Actively participate, develop and conduct meetings, workshops and other gatherings related to attendance and social services issues. *E*

Serve as a member of the school team or as a member of the District administrative panel as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree supplemented by advanced course work in social science, educational psychology or related field and two years related experience.

LICENSES AND OTHER REQUIREMENTS:

California Credential Authorizing Pupil Personnel Services and/or Administrative Credential; Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State and local laws, rules and regulations relating to attendance.
- Basic problems which tend to interfere with satisfactory attendance.
- Outside agencies and resources to meet student needs.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Principles and practices of supervising, training, and providing work direction.
- Oral and written communication skills.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize, direct and assist in various attendance programs and activities.
- Enforce the compulsory school attendance laws as provided in the Education Code of California.
- Make home calls to parents/guardians.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Communicate, understand and follow both oral and written directions.
- Learn new or updated computer systems/programs to apply to current work.
- Plan, prioritize and organize work to meet schedules and time lines.
- Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
- Supervise and evaluate the performance of assigned staff.
- Maintain current knowledge of trends in the assigned field.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate loyalty and high ethical standards.
- Design an effective system of reporting progress and monitoring results.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Prepare comprehensive narrative and statistical reports.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and complete a variety of materials, forms and records; sitting or standing for extended periods of time; lifting and carrying test materials; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions