

MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF ATTENDANCE, WELLNESS AND
STUDENT SUPPORTS**

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Student Services, responsible for overseeing and enforcing the rules and policies of the district for proper school wellness and attendance. Provides support to school sites on student disciplinary proceedings, promoting accountability and learning opportunities. Extends every effort to ensure that students attend school regularly. The Director shall work cooperatively with District leadership, staff, teachers, counselors, school administrators, and parents to ensure compliance with wellness policies, attendance laws and regulations. Monitor District and schoolwide wellness and attendance data, and work with District leadership and school sites regarding wellness attendance issues. Responsible for implementing the District's wellness and attendance initiatives.

ESSENTIAL JOB FUNCTIONS:

- Handle incoming and outgoing phone calls, emails, Let's Talk messages and other forms of communication from parents regarding student-related matters, including academic progress, behavioral concerns, and general inquiries.
- Provide timely and accurate information to parents regarding school policies, procedures, and resources available to support their children.
- Address parent concerns and complaints in a professional and empathetic manner, seeking resolutions that prioritize student well-being and academic success.
 - Only forward concerns to appropriate administrator when concerns need to be addressed by a specific administrator.
- Develops and oversees grants and projects related to physical education and wellness.
- Maintains a variety of service-related records and prepares reports for the Board of Education, staff, and community partners.
- Attends District, state, county, and community meetings and disseminates information to appropriate District personnel.
- Directly assists school sites with program development, training, instructional materials, and implementation.
- Functions as a health, wellness and attendance specialist providing leadership in curriculum and staff development.
- Develop professional development opportunities for school sites to support student attendance.
- Establish regular meetings with principals regarding matters related to student attendance and welfare.

- Confer with students and their parents regarding problems or concerns related to student attendance, welfare, and makes home visits as necessary.
- Provide support and guidance to District Attendance Technician and Attendance Site Leads to work closely with all school personnel regarding matters related to student attendance and welfare.
- Recommend referrals to the principal for such agencies as the child guidance clinics, family service and placement agencies, and to other institutions and school as directed.
- Assist the principal to coordinate, refer and submit the School Attendance Review Board (SARB) referrals to the District SARB.
- Responsible to implement and oversee the District School Attendance Review Board (SARB) program.
- Act as a liaison between the school and community agencies, such as public and private welfare, psychiatric, and law enforcement agencies. Serves as liaison between district, school, and home to explain legal procedures involving school attendance.
- Participate in in-service training of school personnel in matters related to student attendance and welfare.
- Investigate non-attendance to insure legality of absence excuses.
- Represent the district in all SARB business.
- Prepare all necessary attendance reports related to SARB business and coordinate attendance related contracts.
- Assist in the direct supervision of attendance office personnel.
- Oversee attendance accounting and the preparation of attendance reports.
- Enforce the district's rules and regulations related to school attendance areas.
- Prepare attendance reports as requested by the school or district administration.
- Assists with promotion and development of District staff wellness and attendance.
- Oversee Site Attendance Coordinators.
- Run attendance reports and review with principals.
- Manage and coordinate ADA recovery programs.
- Conduct home visits, as needed.
- Performs other related duties as assigned or directed.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Multiple Subject Credential
- Master's degree or higher
- District leadership experience in public K-12 education strongly preferred
- Prior job-related experience with increasing levels of responsibilities in a school setting.
- Administrative Service Credential (or enrolled in an accredited program)

Minimum Qualifications:

- Strong written and oral communication skills.
- Strong educational technology skills.
- Strong organizational skills.

Knowledge, Skills, and Abilities:

- Knowledge of policies and practices of the school with regard to truancy and discipline.
- Ability to support and inform parents relating to child welfare and attendance.
- Highly knowledgeable and experienced with child welfare and attendance.
- Experience working with district/state/federal laws and regulations relating to child welfare and attendance.
- Knowledge of youth programs, school and community activities.
- Knowledge of available community resources both public and private.
- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving and analytical skills with a management style that considers multiple approaches to challenges.
- Strong presentation skills.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Excellent public relations skills utilizing tact, patience and courtesy.
- Ability to work well with the community at-large, including parents and students.
- Ability to work closely with students, demonstrating broad understanding, tolerance, and acceptance of them.
- Ability to work in a positive manner with people who are in an adversarial situation.

Management Salary Schedule: A

BOARD APPROVED: 05/24/23

REVISION DATES: 03/13/24