



# RIALTO UNIFIED SCHOOL DISTRICT

## AGENT: CHILD WELFARE AND ATTENDANCE

### Management Job Description

#### DEFINITION

Serves under the direction of the Lead Student Services Agent and has the responsibility to review student suspension and expulsion, administration of all expulsion procedures, inter and intra—district transfers, attendance and suspension interventions, custodian of student records, coordinates independent study programs, foster youth support programs, McKinney Vento support programs, District Liaison for County Probation, 504 LEA Coordinator, student Title IX issues, and a variety of data collection.

#### ESSENTIAL DUTIES

- Coordinates District Attendance procedures, including the School Attendance and Review Board (SARB), and cooperates with site level personnel in developing and implementing attendance improvement programs. Including district-level home visits.
- District Student 504 LEA Coordinator.
- Coordinates district-wide behavior intervention programs for suspensions and expulsions.
- Coordinates and assigns Parent Surrogates.
- Maintains all required local, State, and Federal reports and statistics for areas of responsibility within the division, including crime data.
- Provides in-service or information programs for the Board of Education, staff, parents and interested parties.
- Acts as the Title IX Uniform Complaint Coordinator regarding student issues and handles all student/student complaints dealing with Title IX related areas.
- Liaison for San Bernardino County Community Day School program.
- Liaison for support of foster and McKinney Vento youth.
- Liaison for County Probation.
- Custodian of student records and coordinates maintenance of permanent student records.
- Ensures that student record requests and subpoenas are completed.
- Administers the intra/inter District transfer program.
- Coordinates portions of the Independent Study program.
- Assists in developing cooperative efforts between the district and community agencies in providing services to students.
- Coordinates all expulsion hearings and related expulsion issues. Makes expulsion recommendations to the Superintendent and/or the Board of Education and serves as District appeals officer.
- Maintains current knowledge of all local, State, and Federal regulations regarding students.
- Responsible for the supervision and evaluation of all staff within the Child Welfare and Attendance Department.
- Responsible for other duties as assigned.

#### QUALIFICATIONS

**Knowledge of:** Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

**Ability to:** Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

#### EXPERIENCE AND EDUCATION

**Experience:** Three (3) years of administrative experience as well as Five (5) years successful teaching experience and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential (K-12); CLAD certificate or equivalent.

#### PHYSICAL DEMANDS

##### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

##### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls	Fluorescent lights:	Yes
Odor:	Yes	Floor may be slippery at times:	Tiled areas
Noise:	Yes	Working in close quarters with others:	Yes, all the time
Humidity:	Occasional	Working inside:	95% of the day
Moisture:	Occasional	Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, & community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes