

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – CHILD WELFARE & ATTENDANCE (CWA)

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Educational Innovation & Support, plan, organize, implement, and promote services throughout Fresno County that maximize student attendance and welfare and minimize truancy and dropout rates; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, internally and externally; provide professional training, consulting, and support to district administrators and staff who monitor and are accountable for attendance; consult with Fresno County Board of Education on student assignment related to InterDistrict and IntraDistrict transfers and expulsion requests; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Collaborate with counselors, social workers, and other support staff to address student needs.
- Establish and maintain positive relations with district superintendents, administrators, collaborating agencies and community partners to support vision and enhance connectivity between entities.
- Monitor and analyze attendance data to identify trends and issues.
- Oversee budget development in assigned area; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Plan, coordinate and communicate with administrators, personnel, and outside organizations to implement specialized activities and programs in support of schools, districts and partner organizations throughout the county and state as assigned; collaborate with legal agencies to ensure program compliance as required.
- Plan, coordinate, and collaborate with local, County, State, and Federal agencies in the development and implementation of operational policies and guidelines related to child welfare and attendance.
- Plan, develop, and implement annual training and certification for District Level Attendance Supervisors in Fresno County; plan, organize and facilitate the annual Safe Schools Symposium.
- Plan, develop, and implement multi-level training for site administrators and staff on maximizing attendance and State School Attendance Review Board Manual (SARB) proceedings; ensure school sites learn and implement positive attendance programs and progressive SARB proceedings.
- Plan, organize, control, and direct the operations, activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Plan, organize, direct, and implement staff development and in-service training programs as required or as directed by the Assistant Superintendent.
- Provide leadership in planning, scheduling, reviewing, developing, implementing, and evaluating programs within the assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide leadership in the interpretation and application of State laws, Federal laws and regulations as well as County Office policies, rules and regulations.

- Provide technical expertise, information and training to school districts regarding attendance supervision and the development of Safe School Plans.
- Represent the county office at local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Respond to parent or community inquires and/or concerns referred to FCSS regarding the expulsion appeal process; provide resources, guidance and referrals to the appropriate personnel.
- Serve as a liaison between the School District and the Office of the FCSS regarding alternative placement of district students.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, coordinators, and assistant administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Expulsion and Suspension rules and regulations.
- Intervention and Prevention programs.
- Methods of organizing and maintaining team efforts, including practices and procedures for team building and staff development activities.
- Record-keeping techniques.
- Report writing techniques.
- State and district policies related to CWA, including but not limited to intervention, progressive discipline, suspension, expulsion and alternative education programs.
- State School Attendance Review Board Manual (SARB), policies and required notifications.
- Student truancy and absenteeism statistics, trends and interventions.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Analyze, assess and interpret legislative, statistical and programmatic data; apply knowledge and communicate to staff and community partners.
- Collaborate with community organizations to provide additional resources and support to students and families.
- Complete all assigned duties efficiently, effectively and accurately.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate strong attention to detail and analytical skills.
- Effectively plan, schedule, coordinate and conduct workshops, seminars, conferences and meetings.
- Facilitate and negotiate resolution of complex issues and varying interests.
- Foster strong relationships between schools, families, and the community.
- Lead and collaborate with outside agencies and community partners to ensure an integrated process.
- Maintain records and prepare reports.
- Manage time effectively.
- Meet schedules and timelines.
- Plan and organize work.
- Manage large scale projects and prioritize work across agencies; manage multiple priorities and complex tasks.
- Problem solve and present recommendations with clarity.
- Analyze and evaluate situations accurately and adopt an effective course of action.

- Understand interpret, and explain rules, regulations and laws governing student attendance, discipline, and legal compliance.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- Bachelor’s degree.
- Master’s degree in Education or related field preferred.

**EXPERIENCE:**

- Five years (5) increasingly responsible experience working in the field of education, school district and/or county office of education.
- At least five (5) years of successful district office or site level managerial and/or supervisory experience.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Clear Administrative Services Credential.
- Valid Teaching and/or Services Credential.
- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2024