

## **ORANGE UNIFIED SCHOOL DISTRICT**

### **COORDINATOR, STUDENT AND COMMUNITY SERVICES**

#### **DEFINITION**

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to the District safe school, and attendance and welfare programs; to serve as a resource and liaison to District and site personnel, and community and youth serving agencies concerning pupil attendance related problems and issues; to serve as the custodian of student records; and to do other related functions as directed.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise commonly taught in public schools, and counseling and guidance knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis processes and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, other staff, and parents to communicate information, data, and alternative problem solutions. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with instructional and assessment materials and objects. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Plan, organize and coordinate the District attendance, welfare functions and community activities.
- Plan, organize, and conduct workshops, clinics, and a variety of staff development and training activities pertaining to attendance and welfare and safe school programs.
- Confer with, counsel, and advise management and instruction personnel concerning attendance and welfare methods, techniques, and strategies.
- Serve as the District liaison to the School Attendance Review Board (SARB) law enforcement, probation and the District Attorney's office.
- Investigate attendance and welfare situations, and as necessary initiate legal action to ensure compliance with compulsory school attendance Education Code provisions.
- Advise and offer recommendations pertaining to the resolution of serious pupil welfare and attendance related issues.
- Plan, organize and implement the policies, regulations, and operational procedures pertaining to the pupil attendance and welfare programs.
- Review, research, and prepare informational abstracts pertaining to legal mandate changes in the pupil resource systems.
- Refer parents and specially involved children to appropriate social service and youth service agencies.

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- Serve as the chairperson of the committee for voluntary student placement and intra-district transfers.
- Review, monitor, and coordinate the District expulsion and reinstatement hearing processes.
- Plan, organize and develop a variety of management and program evaluation reports.

**QUALIFICATIONS**

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education;

Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the District student resource and attendance, safety and welfare programs;

Legal mandates, policies, regulations, and operational procedures pertaining to attendance, safety and welfare and student resource programs;

State, Federal, and local community groups and agencies that provide assistance to student and community service programs and activities;

Human relations strategies, conflict resolution strategies, and team building principles and techniques.

Ability to:

Provide specialized resource support and coordination of comprehensive student resource and attendance, safety and welfare programs;

Analyze and assess program needs, and offer recommendations pertaining to program activity revisions;

Participate in the evaluation of the District child welfare, safety and attendance programs;

Serve as a resource to instructional and management personnel, and community youth service agencies;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Establish and maintain effective organization, community, and public relationships.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of successful welfare, safety, attendance and student services experience.

Education:

Possession an earned Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, counseling and guidance or a closely related field.

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**Certification Requirement**

Possession of a valid credential authorizing service as a coordinator of child welfare and attendance programs.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.