



QUALIFICATIONS FOR
SUPERVISOR, CHILD WELFARE AND ATTENDANCE

TRAINING

- Required: -Any credential(s) authorizing service as a child welfare and attendance supervisor in a unified school district
- Preferred: -Master's Degree
-Training beyond credential requirements in behavioral sciences with emphasis in counseling, school law and adolescent psychology

EXPERIENCE

- Required: -Three years of experience in education
- Preferred: -Experience counseling students and adults
-Teaching experience
-Experience with adolescent behavior problems

OTHER QUALIFICATIONS

- Knowledge of: -California Education Code provisions relating to compulsory school attendance, welfare and protection of children
-Legal structure and process established to handle juveniles at the state, county and municipal levels
-Unique behavior problems of children and adolescents
-Advanced social work methods, including dynamics of interviewing, advanced social case work practice and skills and concepts of consultation and collaboration
-Acceptable methods for effectively administering student discipline in a public school
- Ability to: -Communicate well, both orally and in writing
-Establish and maintain cooperative and effective working relationships
-Maintain liaison and referral procedures with child welfare, protective, law enforcement and other community agencies
-Analyze adolescent behavior problems and the underlying causes

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
SUPERVISOR, CHILD WELFARE AND ATTENDANCE

Primary Function

The Supervisor, Child Welfare and Attendance, is responsible for designing and providing welfare and attendance services Districtwide that will enable students to make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Supervisor:

1. Plans and implements a program of student welfare and attendance services Districtwide;
2. Coordinates activities, investigates situations, enforces laws and initiates legal action to secure compliance with compulsory full-time attendance requirements of the Education Code;
3. Serves as a liaison to appropriate law enforcement and social service agencies;
4. Coordinates the activities and services as the chairman of panels which handle involuntary transfer and expulsion proceedings;
5. Works in association with students, teachers, administrators, parents and related community agencies in monitoring student attendance patterns and other needs pertaining to the students' socio-academic welfare;
6. Supervises and monitors employment related and intra- and inter-district attendance permits;
7. Provides school staff with information regarding special problems and laws pertaining to child welfare and legal attendance;
8. Works in association with the high schools to issue work permits and conducts investigations to monitor compliance with Labor and Education Codes;
9. Serves as a resource to staff members on matters related to child abuse;
10. Assists the supervisor in carrying out other duties and responsibilities as directed;

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11. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
12. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.