

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Coordinator of District Independent Study/School Attendance Review Board/Child Welfare and Attendance

CLASS DEFINITION

Under supervision direct the District Independent Study program and staff; successfully establish the School Attendance Review Board; improve student attendance; and perform other related work as required.

QUALIFICATIONS

- Experience: Classroom teaching experience preferred; at least 5 years successful experience in an Alternative Education setting; previous experience in a District Independent Study program; and proven performance in an Administrative Coordinator's role.
- Education: Masters Degree, valid California teaching credential and valid Administrative Service Credential.
- Skills: Ability to work effectively and cooperatively with students, parents, and staff; ability to communicate effectively in individual and group situations; ability to assist the supervisor to create a program and environment favorable to learning and improved school attendance.

SUPERVISION FROM

Principal of Alternative Education

SUPERVISION OVER

Assigned students and certificated and classified District Independent Study personnel

TERMS OF EMPLOYMENT

Length of work year : 184 days per year

Salary: Appropriate placement on Management Salary Schedule

ASSIGNED RESPONSIBILITIES

1. Observe, consult with, and assist teachers, students, parents and clerical staff in the instructional services offered through the District Independent Study Program.
2. Provide academic services for a minimum of 15 students enrolled in the District Independent Study Program.
3. Coordinate staff meetings and evaluate the performance of certificated and classified personnel within the District Independent Study Program.
4. Manage the District Independent Study Program budget.
5. Coordinate the School Attendance Review Board under the direction of the Principal of Alternative Education.

6. Serve as liaison with district principals and counslors regarding child welfare and attendance issues.
7. Maintain contact with parents via home visits, telephone contacts, and conferences regarding attendance problems/issues.
8. Counsel students and parents regarding compulsory school attendance.
9. As appropriate, consult with school sites and/or the Business office regarding the district's monthly attendance reports.
10. Serves as the assistant to the Principal of Alternative Education in performing the duties of the Child Welfare and Attendance Officer for the district.
11. As appropriate, attend state and local meetings and conferences relevent to independent study, attendance and child welfare issues.
12. Develop annual reports for the board and administration on the District Independent Study program.
13. Prepare and submit to local, county and state authorities all appropriate documents and reports relevent to independent study and attendance.
14. Assist in the development of and monitor the annual budget for independent study, School Attendance Review Board and child welfare and attendance.
15. Coordinate (including approval or denial) all Inter-District Transfer requests into or out of the District.
16. Maintain a file for all Affidavits for private school.

7/90

Board Approved: 8/7/90