

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – ATTENDANCE AND ENGAGEMENT

BASIC FUNCTION:

Under the direction of Director-Youth Health and Wellness, supports all Santa Clara County school districts in reducing chronic absenteeism and truancy; develops resources and materials that can be used by districts to engage students and families; provides annual School Attendance Review Board SARB training for school district personnel that supervise attendance; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as a liaison to school districts, District Attorney's Office and community partners to recommend resources for students identified as Chronically Absent.

Provides annual School Attendance Review Board SARB training for school district personnel that supervise attendance; prepares list of trained personnel for Board approval.

Provides technical assistance to school districts on effective strategies for Tier 1 systems related to student engagement, parental involvement, and school climate.

Provides assistance to school districts applying for the California Department of Education (CDE) Model SARB Designation.

Supports school districts with the development and revision of child welfare and attendance policies and procedures.

Reviews and provides input into existing and proposed legislation, rules and regulation governing attendance.

Gathers data and analyzes county-wide impact of services on students in areas of absenteeism and truancy.

Serves as a resource to districts and the SCCOE; serves on assigned task forces and committees.

Convene designated attendance officers in Santa Clara County School Districts to participate in a Community of Practice to support quality implementation of evidence-based practices.

Reviews literature, studies and reports to gather information related to chronic absenteeism; prepares reports and presentations to share information about chronic absenteeism.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; increases county-wide data points around attendance.

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Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Subject matter experience in education and student services;
Multi-Tiered Systems of Support (MTSS) and the School Attendance Review Board (SARB) process;
Effective student engagement practices at a site and district level;
Local and state guidelines and requirements related to attendance and truancy;
California Department of Education (CDE) model SARB application requirement and process
Collecting and assembling data to generate reports;
Budget preparation and control;
Oral and written communication skills;
Strong interpersonal skills;
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory and planning services;
Serve as a liaison to districts, community agencies and the SCCOE;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree in education or related field and five (5) years of teaching or counseling experience; 2-3 years of school site administrative experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching Credential or PPS Credential

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Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> 72890EED1E52493	10/15/2021 4:43 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date