

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**COORDINATOR, CHILD WELFARE AND ATTENDANCE**

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**Purpose Statement:**

The job of Coordinator, Child Welfare and Attendance is done for the purpose/s of coordinating the facilitation of the reentry of students who have dropped out of the educational system; managing the information and/or referrals to community resources; and enhancing program services and participation. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Director I, Alternative Education & Student Support Services

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**Essential Functions**

- Assists the Director I, Alternative Education & Student Support Services in setting and evaluating program goals for the purpose of cost recovery and program success.
- Assists the Director I, Alternative Education & Student Support Services in preparation for Student Attendance Review Board (SARB) activities for the purpose of preparing court materials and documents.
- Attends meetings on behalf of Director I, Alternative Education & Student Support Services (e.g. foster student liaison meetings; homeless youth meetings) for the purpose of enhancing program services for students and collaboration with direct service providers.
- Communicates with parents and students for the purpose of conveying information regarding the array of services available to facilitate the reentry of students into the educational system.
- Coordinates and supervises District Dropout Prevention Specialists for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Coordinates with Guidance Counselors, and other direct service providers for the purpose of connecting targeted students with prevention services.
- Facilitates training of Vice Principals and counseling staff for the purpose of informing staff of program needs for foster students and homeless youth.
- Monitors the progress of participating students for the purpose of ensuring the availability of continued support after reentry.
- Oversees and implements required components of the Dropout Prevention Program for the purpose of assuring the availability of continued support and ensuring compliance with established regulations.
- Participates in site staff meetings and school functions for the purpose of enhancing program participation and building its resource base for student/parent participants.
- Provides and procures information for School Administrators for the purpose of conveying needed information.
- Researches targeted students and makes personal contact (i.e. phone, electronic, etc.) with their parents/guardians for the purpose of arranging meetings, determining reasons for dropping out of the educational system and/or removing barriers to reentry.
- Serves as districtwide foster student liaison (e.g. school transfer; proper transfer of credits, records and grades; transportation; meals) for the purpose of ensuring and facilitating proper school placement, enrollment and checkout.
- Serves as districtwide homeless student liaison (e.g. family identification; transportation needs; family insurance needs; academic needs; student information processes; family data; food service needs) for the purpose of addressing the immediate needs of homeless students for school enrollment and access to services on all sites.
- Trains Vice Principals and counseling staff for the purpose of informing staff of child welfare and attendance program requirements and dropout prevention program requirements.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring and efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; office application software; safety practices and procedures; knowing the demographics of the community; knowing legalities with habitually truant students as it pertains to homeless, foster youth, ed code, SARB; and community and governmental resources.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

Valid California Driver's License

**Continuing Educ. / Training**

Dropout Prevention Specialist Certification

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Management 52