

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: EDUCATIONAL

CLASSIFICATION: CERTIFICATED

JOB TITLE: DIRECTOR-STUDENT SUPPORT AND OUTREACH

BASIC FUNCTIONS:

Under the direction of the Assistant Superintendent of Educational Services or designee, oversee countywide implementation and improvement of Student Attendance through engagement efforts, positive behavior practices and strategic mental wellness efforts. The Director provides support, guidance, trainings, consultations, resources, and other related services to school districts, school site staff and families in the areas of student attendance, student engagement, mental wellness, social-emotional learning and other related areas. This position serves as the Supervisor of Student Attendance in matters related to school attendance, truancy, work permits, Student Attendance Review Board (SARB) and truancy court. The Director will serve as the liaison between LEAs and county/state level agencies for California Community School Partnership Program implementation.

REPRESENTATIVE DUTIES:

Develop and coordinate the establishment and implementation of a comprehensive SARB process that includes hearing and action plans to define and promote high academic programs, standards, and expectations for student success; assist in training SARB members in procedures, documentation, and due process. **E**

Organize and lead the SARB meetings, assists schools and parents with the implementation of SARB recommendations, and serves as the liaison between SARB, school personnel, community agencies, and parents. **E**

Assist in the implementation and follow-up with LEAs on SARB action plans. **E**

Provide guidance on SARB policies and practices, including policies and practices, including a County process supported by the courts and District Attorney's office for the most extreme cases. **E**

Provide LEAs up-to-date information/resources on laws related to student attendance in addition to consultation and support in reviewing, revising and/or developing student attendance policies, protocols, and plans. **E**

Assist LEAs in: 1. Establishing and maintaining family and community partnerships to promote positive attendance 2. Identifying and addressing factors contributing to chronic absenteeism and habitual truancy including suspension and expulsion 3. Evaluating the effectiveness of strategies implemented to reduce chronic absenteeism and truancy. **E**

Provide professional development and implementation support on evidence-based and promising practices embedded in a multi-tiered system of support. **E**

Provide implementation support, technical assistance, and training to assist Local Educational Agencies (LEAs) with strengthening prevention and intervention programs around attendance, positive behavior supports and mental wellness strategies. **E**

Conduct required training for LEAs Supervisor of Student Attendance. **E**

Participate in county management and Educational Services meetings. **E**

Assist with the coordination of Beyond SST/504 database for districts. **E**

Coordinate pertinent countywide networks to promote collaboration on student wellness, engagement strategies, and Community Schools. **E**

Provide technical assistance by helping connect LEAs with community agencies and resources to promote and maintain Community Schools within the LEA. **E**

Provide technical assistance to LEA's Community School implementation and coordination with county and state level agencies. **E**

Provide statewide outreach on behalf of CCOE, including ongoing memberships and participation in statewide organizations. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations related to assigned areas including legal issues and requirements related to student attendance and the SARB process.

Techniques for providing effective case management services to high-risk youth and families

Effective strategies for working with diverse community groups and populations

Effective strategies for working effectively as a team member with other youth and adults

504/IEP Process

Statewide assessments

California Community Schools Partnership Program

ABILITY TO:

Evaluate, manage, collaborate with and lead instructional staff

Use reference material to conduct research

Plan and conduct presentations

Work cooperatively with partner agencies

Work independently and meet timelines

Operate in multi-task environment

Utilize time management techniques to organize and prioritize work

Interpersonal skills to work cooperatively and effectively with individuals and groups including a diverse population

Maintain confidential and sensitive information

Maintain accurate records

Collect and disseminate information

Lift and carry objects weighing up to 25 pounds

Operate a variety of office equipment to perform assigned duties

Operate a computer to complete reports and maintain data

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Masters Degree

Valid California Administrative Services Credential

Valid California Teaching Credential

Minimum of five years of certificated experience in an educational setting (Teacher, Counselor, etc)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office and/or classroom setting

Drive a vehicle to conduct work (may include evening or variable hours)

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Hearing and speaking to exchange information in person or on the telephone

Seeing to read and prepare a variety of documents and reports

Analyze situations accurately and adopt an effective course of action

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling, and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases Potential for confrontation with dissatisfied persons

Employee Group: Management - Certificated

FLSA Status: Exempt

Salary Schedule: 703

Approval Date: 1/30/23

