

LAFOURCHE PARISH SCHOOL BOARD

Title: **Director of Child Welfare and Attendance**

Qualifications: Type A or B/ Level 2 or 3 Teaching Certificate/Ancillary Certificate
with Supervisor of Child Welfare and Attendance Endorsement
Certification-Supervisor of Child Welfare and Attendance or Educational
Leader Certificate or Letter of Eligibility for Educational Leader
Five years of teaching experience or professional education experience
Master's degree
Additional criteria as the board may require
Minimum requirements as stated in SDE Bulletin 746 (as revised)
Qualifications should not be established for the individual, but rather
for the position.

Reports To: Superintendent

Supervises: School personnel involved with pupil attendance

FLSA Status: Exempt

Salary Range: See Lafourche Parish School Board Salary Schedule

Performance Responsibilities:

The supervisor of child welfare and attendance shall, in the area of

DOMAIN I: SUPERVISION

The Director of Child Welfare and Attendance

1. supervises and evaluates assigned coordinators
2. directs and updates the parish discipline guidelines and
3. monitors the P.A.S.S. (Positive Action School Site) and P.A.R.C. (Positive Attitudinal Reinforcement Center) Programs to insure that policies and procedures are effectively implemented;

DOMAIN II: ADMINISTRATION

The Director of Child Welfare and Attendance

1. maintains such student records as are required by the state or needed for effectively meeting student needs
2. provides for the accurate preparation of all required attendance and enrollment reports
3. conducts a continuing study of dropouts and graduates and
4. performs other tasks which may from time to time be assigned by the superintendent.

DOMAIN III: PUPIL AND STAFF

The Director of Child Welfare and Attendance

1. conducts appropriate hearings
2. directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance and
3. provides for contact and conferences with parents, agencies, and other appropriate referral resources

DOMAIN IV: COMMUNITY RELATIONS

The Director of Child Welfare and Attendance

1. establishes effective liaison with the various agencies within the community that may provide specialized help to student and parents
2. adheres to board policies and administrative rules and regulations
3. refrains from revealing confidential information
4. observes professional ethics, works and cooperates with the entire staff;
5. seeks, shares, and respects ideas of others and
6. participates in the professional activities on a local, state, and national level in the assigned areas.

DOMAIN V: PROFESSIONALISM

1. The Director of Child Welfare and Attendance grows and develops through professional development as assigned and voluntarily to improve teaching and learning.

- Attends and constructively participates in meetings and professional development activities.
- Uses active listening skills.
- Accepts and recognizes the value of the contribution of others.

2. The Director of Child Welfare and Attendance shows professionalism in attitude and conduct

- Develops leadership and responsibility in colleagues and students if applicable.

- Demonstrates skills to receive and give constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Uses verbal and non-verbal communication in a respectful manner.
- Writes and speaks clearly and concisely for understanding.
- Develops and maintains a safe and caring environment for students.
- Represents the schools and district in a positive manner.
- Adheres to Lafourche Parish School Board employee dress code.
- Treats all stakeholders in a respectful and helpful manner.
- Cooperates with administration in the performance of additional duties.
- Cooperates with building and district staff in planning and evaluation.
- Completes tasks, reports, and documents accurately according to specified timelines and expectations.
- Minimizes bias in self and others and accepts responsibility for his/her own actions.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- Adheres to ethical, legal and professional standards.
- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follows directives as assigned by supervisor.
- Refrains from revealing confidential information.
- Uses proper administrative procedures for making requests and resolving conflicts.

****The above domain denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.**

METHOD OF EVALUATION

The combination of the applicable measure of growth in student learning and the qualitative assessment of performance competencies and standards shall result in a composite score used to distinguish levels of overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV carts.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.