

Job Title: DIRECTOR OF PUPIL SAFETY AND ATTENDANCE

Definition:

Under the general direction of the Assistant Superintendent, Educational Services to plan, organize and direct the activities of the Pupil Safety and Attendance Department; to provide leadership in planning and implementing child welfare and attendance programs.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises District health services and health services personnel.
2. Supervises the maintenance of students' permanent records; acts as Custodian of Records for the Lancaster School District.
3. Coordinates and monitors District Alternative Education Programs.
4. Supervises Coordinator of Alternative Education.
5. Coordinates and develops District School discipline policies and rules and regulations.
6. Maintains record of Child Abuse reporting.
7. Maintains report of district student retentions.
8. Coordinates attendance incentive programs and mandated truancy letters to parents.
9. Coordinates Student Attendance Review Board.
10. Provides training and legislative updates to district and site administrators regarding safety, discipline and health regulations and policies.
11. Performs administrative hearings and oversees expulsion-suspension issues.
12. Develops reports outlining student suspension data and expulsion data.
13. Represents the Lancaster School District to Los Angeles County and local agencies.
14. Coordinates District transportation matters, and serves as liaison to Antelope Valley Transportation Agency.
15. Supervises the administration of inter/intra District attendance waivers and agreements.
16. Maintains maps and zoning information for the District. Recommends school attendance zone revisions as needed.
17. Supervises Safety & Wellness Teacher on Special Assignment.
18. Develops and coordinates programs encouraging healthy lifestyles including Safe Routes to School and substance abuse avoidance programs.
19. Develops and coordinates programs designed to improve student behavior throughout the District. Provides training to site administrators to implement behavior support programs on campus.
20. Monitors and coordinates School Site Safety Plans.
21. Updates and distributes District Student Handbook to school sites and departments.
22. Coordinates and approves allocation and training of Noon Duty, Campus Supervisor and Crossing Guard personnel.
23. Issues and approves student Work Permits.
24. Provides customer service to parents and community members that have questions or concerns regarding school safety and health issues.

Board Approved: June 18, 2013

Job Title: DIRECTOR OF PUPIL SAFETY AND ATTENDANCE

25. Performs other duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

- Education Code and Penal Code as it applies to student discipline
- Current practices regarding school safety
- Student transportation laws and requirements
- Student health requirements and state mandates
- District safety procedures

Skill and Ability to:

- Implement conflict resolution strategies
- Develop school site safety plans with site administration
- Effectively oversee management of student records
- Maintain professional confidentiality
- Establish and maintain cooperative and effective working relationships with a wide of variety of groups and individuals
- Communicate effectively, both orally and in writing
- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.

Training and Experience:

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Five (5) years classroom teaching experience, three (3) years administrative experience

Desired Qualifications:

- Experience in Educational Program Management
- Leadership experience

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to take and pass physical examination.
- May be required to work evenings or weekends

Board Approved: June 18, 2013

Job Title: DIRECTOR OF PUPIL SAFETY AND ATTENDANCE

- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Must have a valid California driver’s license and be insured
- Utilize own vehicle for transportation as needed

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan			X
Multi-Task			X

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Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		