

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Child Welfare & Attendance Manager

Range 17

FLSA: Exempt

SUMMARY

Under the general supervision, helps to ensure compliance with current legislation, due process, and parent/student rights related to Child Welfare and Attendance issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Assists with appeals from students being expelled or being denied inter-district transfers. (E)
- Mediates and facilitates resolution of issues between School Districts and students being expelled or being denied inter-district transfers. (E)
- Investigates appeal-related information to identify potential issues and resolutions, and advises parties accordingly. (E)
- Serves as liaison among school districts, Probation Department, Juvenile Court system and district SARBs concerning Student Attendance Review Board actions. (E)
- Researches, analyzes, and assists in preparing recommendations and information related to appeals of expulsions, inter-district transfer denials, and related activities. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Responds to parents' concerns received by the county office and assists in resolving them.
- Provides information, interprets and explains provisions of the Education Code, Board Policies, procedures and issues related to expulsion, inter-district appeals and student attendance/truancy issues.
- Attends Board of Education meetings to present appeal information and serves as facilitator for SARB meetings.
- Coordinates activities with ACOE legal counsel regarding legal interpretations and opinions.

- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 Education Code, Board policies, procedures and regulations.
 Legal protocols concerning areas of responsibility.
 Principles and practices of management.
 Interpersonal skills.
 Oral and written communication.
 Correct written and spoken English.
 Policies and objectives of assigned programs.
 Applicable sections of education laws and regulations.
 Public contact techniques.
 Laws and regulations related to activities.
 Facilitation and mediation techniques.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Effectively communicate concepts and procedures to groups with diverse interests.
 Mediate, facilitate, and negotiate resolution of complex issues and varying interests.
 Analyze and synthesize key issues and concerns and communicate them effectively.
 Plan, organize and administer programs.
 Prepare and monitor a budget.
 Explain and enforce policies and regulations.
 Plan, coordinate and document projects.
 Maintain up to date knowledge of regulations.
 Prepare and deliver oral presentations.
 Train and provide work direction to others.
 Organize and coordinate office activities.
 Perform research, compile data, prepare reports.
 Read and interpret documents such as safety rules, operating instructions, and procedure manuals.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Associate's degree in Legal/Paralegal subjects.
 Five (5) years related experience Paralegal/Legal assignments; three (3) years office management experience. Mediation and facilitation experience preferred.

Maintain a valid State of California driver's license and an acceptable driving record.

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 regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission
Approved Date: December 21, 2007