

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Student Welfare and Attendance Supervisor**

**DEFINITION:** Under the supervision of the administrator in charge, performs a variety of duties which support consistent student attendance, frequent communication between parents and the school community, and a secure and safe school environment.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Observes, reports and intervenes, when appropriate, as follows: any health and safety problems, violation of school rules and regulations, and any activities of students or others considered dangerous or objectionable
- Acts as a school liaison to parents and the community
- Facilitates parental access to school and social services support
- Telephones parents to communicate attendance patterns of students
- Requests homework assignments from teachers for students who are ill
- Mediates student conflicts as appropriate using techniques of conflict resolution
- Refers students to support agencies, services or SARB when indicated
- Works closely with the school administration to pro-actively encourage regular student attendance
- Communicates with parents regarding student academic and behavioral progress
- Greets and directs visitors
- Assists in preparing average daily attendance (ADA) report
- Performs miscellaneous typing and data entries
- Performs other related work as required

### **REQUIRED QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Local alternative educational programs that address the unique learning styles of students
- Basic computer functions
- Conflict resolution techniques
- Child development

#### **ABILITY TO:**

- Learn district software programs
- Provide leadership to young people to help students develop a positive self-image
- Understand and carry out written and verbal instructions
- Organize and prioritize tasks
- Establish and maintain cooperative relationships with those students and adults contacted in the course of the job
- Communicate well verbally and in writing

- Simultaneously handle multiple ongoing projects and process
- Analyze situations and adopt a course of action; solve problems independently and without supervision
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

**EXPERIENCE:**

- At least one year experience working with parents and/or students preferably in a school setting and experience involving extensive public contact

**EDUCATION:**

- High school diploma or equivalent

**DESIRABLE QUALIFICATIONS**

- Ability to communicate in Spanish
- Experience in a professional counseling role

First Reading: 02-25-97

Approved: 02-25-97

Revised by Classification Study Committee: July 27, 2016

Approved: 7/17/2018