

**SUPERVISOR OF CHILD WELFARE/ATTENDANCE**

**QUALIFICATIONS:**

The applicant shall possess the certification required by the applicable rules and regulations of the Louisiana Department of Education and/or the Louisiana Board of Elementary and Secondary Education at the time that the applicant begins to hold the position.

**REPORTS TO:** Superintendent

**EVALUATOR :** Superintendent

**SUPERVISES:** Appropriate Clerical Personnel and Student Information System Facilitator

**JOB GOAL:** To effectively coordinate, guide and direct services and training for students and administrators; and to monitor and oversee all activities relative to student discipline, attendance, and well-being.

**PERFORMANCE RESPONSIBILITIES:**

1. Counsels with students and parents concerning irregular school attendance and coordinate/conduct expulsion hearings with all appropriate parties involved.
2. Supervises student census of registration, withdrawals, and additions.
3. Supervises the issuance of driver's license requirements.
4. Cooperate with homes, schools, other agencies, and courts to secure satisfactory attendance of all children, especially those from seven (7) through seventeen (17) years of age.
5. Issue work permits.
6. Receive, check, and compile the monthly attendance reports and prepare tables as required by the State Department of Education.
7. Coordinate with superintendent's office the responsibility of student assignments to individual schools.
8. Work closely with principals and central office staff to ensure the use of computer equipment is consistent with and appropriate for the programs being implemented and/or for purpose being used, i.e. programs for Student Information Systems and Principal's Administrative Management Systems (JPAMS).
9. Make recommendations regarding the use of software (SIS) to ensure consistency of use systemwide.
10. Plan and/or conduct training for staff and school staff relating to technology for Student Information Systems (SIS).
11. Assist staff regarding technology related problems, JPAMS, and oversee coordinate installation of computer equipment in offices and schools as related to Student Information Systems (SIS).
12. Provide staff development and assistance with appropriate integration of curriculum with technology through JPAMS.
13. Submits SIS Attendance and Enrollment reports, Student Transcript System (STS), and School Calendar reports as required by state authorities.
14. Attends appropriate meetings, workshops, and conferences on the district and state level.
15. Acts as a liaison with parents for complaints and special requests.
16. Prepare a professional growth plan and submit a self-evaluation report for the evaluation period.
17. Perform other duties as assigned by the Superintendent.

**EVALUATION:**

Performance in this position will be evaluated in accordance with Board Policy.

**REVIEWED AND AGREED TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Employee's Signature

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Signature and Title