

**Richland Parish School Board
Job Description**

TITLE: Supervisor of Child Welfare/Attendance, Assessment, and Accountability

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Master's Degree, Valid Type A/Level 2 Teaching Certificate/Supervisor Certification, such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Truancy Officer, Testing Coordinators, and Assigned School Leader(s)

JOB GOAL: Monitor student attendance district-wide and coordinate efforts to decrease student absenteeism and tardies; analyze student behaviors, identify potential negative trends, and address proactively; and conduct hearings relative to suspension and expulsion of students and make appropriate student placement. Provide leadership and guidance for all elementary and secondary schools in the district regarding testing.

TERMS OF EMPLOYMENT: 12 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Report to schools on a regular basis to assist school administrators with students exhibiting negative behavior.
2. Closely monitor the progress of students assigned to alternative learning settings. Confer with school administrators and parents regarding students' academic and behavior progress.
3. Work in collaboration with the District Attorney's Truancy office to coordinate truancy issues and parent citations as applicable.
4. Serve as district contact for truancy and administrator of truancy grant, as well as monitor students in court systems or appearances.
5. Communicate with local law enforcement relative to issues involving truancy and juvenile delinquency.
6. Communicate with Special Education and Pupil Appraisal staff representatives relative to hearings and student behavior issues.
7. Coordinate and conduct all student disciplinary hearings. Complete appropriate written communication and assign students to applicable settings. E-mail/scan a copy of placement letter to applicable school administrator.
8. Handle school placements for students new to Richland Parish who may have a documented negative behavior history, who have been adjudicated, or who were previously assigned to an alternative setting in conjunction with registration coordinator.

9. Serve as district point of contact for parents desiring to home school; notify the schools of the home school application, and follow up to ensure parents follow the application process per state guidelines.
10. Serve as district point of contact for inquiries regarding GED/HISET and YCP placements.
11. Utilize WebPams and/or other district reporting methods to analyze student behavior trends and potential problems. Submit monthly discipline reports to immediate supervisor indicating behavior trends and potential problems.
12. Collaborate with principals, supervisors, and coordinators to improve student attendance and behavior. Guide district staff development planners in providing applicable training for school and district personnel relative to attendance and behavior issues.
13. Serve as District Testing and Accountability Coordinator (LEAP 2025, CLEP, AP, ACT, etc.).
14. Serve as the district contact for state assessment tools.
15. Provide current test data to the Board, Superintendent, media, instructional staff, and school leaders.
16. Analyze test data for strengths and weaknesses; share data analysis with Board, Superintendent, media, instructional staff, and school leaders as applicable.
17. Provide data needed to drive yearly district goals to assume responsibility for growth in student learning.
 - a. Develop and meet yearly performance goals which positively affect student achievement through job responsibilities.
18. Provide data, tools, guidance and technical support as needed to support the district goal setting process with school leaders and teachers.
19. Administer placement tests and make placement recommendations for students entering the district from homeschool and other programs.
20. Provides direct support to assigned school leader(s).
21. Evaluate school personnel upon request.
22. Inform pertinent changes in guidelines, regulations, etc. related to areas of responsibility.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.

14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____