

**TITLE: ADMINISTRATOR - PROGRAM COORDINATOR,  
PUPIL SERVICES**

**WORK YEAR: 221 Days**

**PRIMARY FUNCTION:**

Under the direction of the Director, Pupil Services, perform, manage and coordinate a variety of technical duties in support of Pupil Services such as attendance, discipline and student welfare procedures; provide assistance to site level administrators as needed and serve as the liaison and coordinate communications and information related to Pupil Services.

**EDUCATION AND EXPERIENCE:**

- Valid Administrative Credential and one of the following credentials: Teaching or Pupil Personnel Services
- English Learner authorization
- Master's Degree or higher
- Minimum of three (3) years of site administrator experience
- Valid California Driver's License
- Bilingual preferred

**ASSIGNED RESPONSIBILITIES:**

- Consult with and assist school personnel with resolving a variety of questions, conflicts, complaints and matters related to Pupil Services, including student enrollment, attendance, discipline, transfers and the District's Student Information System
- Provide technical assistance and consultation to school personnel in matters related to pupil welfare, attendance and discipline, including implementation of district policies, regulations and procedures
- Serve as a technical resource concerning assigned pupil services; respond to inquiries and provide detailed information concerning student transfers, placement, enrollment and related referrals, standards, practices, laws, codes, rules, regulations, policies and procedures
- Develop and provide training to district and school staff regarding laws, regulations and procedures concerning attendance, student welfare and student discipline
- Consult with, assist and advise school personnel regarding suspensions and expulsions, interventions, system wide behavioral changes, legal concerns and compliance
- Manage and hold Pre-Expulsion Review Conferences (PERCs) with schools, parents and students, following district procedures
- Manage and complete discipline reviews for readmission and reinstatement from suspended expulsion and expulsion cases; assist schools and families with establishing reinstatement conditions and monitor progress in meeting the conditions; meet with parents, school personnel and others, as needed. Collaborate with Alternative Education staff
- Consult with schools regarding student attendance, such as procedures, interventions, system wide improvement changes, and legal concerns and compliance
- Manage, advise and implement the SART/SARB process for assigned schools

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- Make referrals as needed by the Riverside County District Attorney, mental health agencies and other youth servicing agencies as directed by the School Attendance Review Board
- Analyze discipline and attendance data for assigned schools and make recommendations to site administration
- Consult and assist school site administration with jeopardy cases
- Provide guidance and follow up on school referrals for child welfare cases; make community contacts as needed
- Consult with site personnel, parents and the community on transfer procedures
- Compile information, prepare and maintain a variety of records, reports, and files related to students, enrollment, alternative placements, referrals, transfers, CalPads, Student Information system, drop-outs, attendance, discipline, probation; distribute information as appropriate
- Compile, distribute and respond to a variety of correspondence related to Pupil Services functions and update website as directed
- Initiate and receive phone calls concerning various Pupil Services matters, screen and route calls as directed, greet and assist visits, schedule and arrange appointment in support of Pupil Services
- Attend and participate in various district, school and service group meetings, workshops, in-services and truancy sweeps as assigned. Travel to assigned schools and make home visits as needed
- Learn policies and objectives of Pupil Services matters
- Provide assistance to staff, parents and others
- Understand and resolve conflict or complaints
- Compose correspondence and written materials independently or from oral instructions
- Perform other duties as assigned

**ABILITY TO:**

- Provide effective visionary leadership and strategic planning
- Effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents
- Analyze and evaluate data for specific use
- Maintain confidentiality
- Prioritize workload and conflicting demands
- Effectively work in a demanding environment
- Work in a diverse socio-economic and multicultural community
- Demonstrate organizational, time management, analytical and problem solving skills
- Prepare and maintain a variety of records and reports
- Maintain regular and consistent attendance
- Develop and provide effective presentations to the public, Board and staff
- Effectively communicate orally and in writing, with a variety of public, staff and management groups

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

**Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

**Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.
- Provide leadership in developing and implementing District policies, goals and objectives.
- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas.