

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Manager, Interagency Coordinated Services	REPORTS TO:	Associate Superintendent, Parent, Community and Student Engagement
DEPARTMENT:	Parent, Community and Student Engagement	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
EFFECTIVE DATE:	June 26, 2007		

BASIC FUNCTION:

Plan, organize, coordinate and manage the daily operations and assigned functions of the School Attendance Review Board (SARB); serve as the district liaison to County Office of Education and community-based organizations to coordinate family services for the Attendance Intervention Center.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, coordinate and manage the day-to-day operations of the SARB to divert students with school attendance or school behavior problems from the juvenile court system by referring to community-based agencies able to meet their special needs. *E*

Provide district staff with technical assistance and information on the SARB referral process and attendance support. *E*

Plan, coordinate and promote staff development for district staff pertaining to the SARB referral process and California attendance education codes and district procedures. *E*

Develop, schedule and implement the SARB Hearing Panel. *E*

Manage the collection, preparation, analysis and maintenance of attendance data for a variety of statistical reports, records and files. *E*

Collaborate with district staff, local and state agencies and community-based organizations to identify, coordinate and implement family services for the Attendance Intervention Center. *E*

Maintain knowledge of state mandates regarding truants and respond to routine legal questions regarding parental rights and truancy issues; research and address complex issues related to student attendance; and develop and conduct ongoing training sessions regarding legal policies and procedures. *E*

Facilitate meetings, resolve problems, provide direction for department and school staff members, district personnel and others as required; serve on district-wide and county-wide community task forces and advisory panels. *E*

Interview, select, train, supervise and evaluate the work of assigned staff. *E*

Develop, implement and update internal and external procedures to ensure smooth and efficient delivery of services and compliance with laws, policies and regulations. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to a degree in business or public administration, or related field and a minimum of five years of progressively responsible, related supervisory or management experience in a public agency or law office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using diplomacy and courtesy.
Oral and written communication skills; report writing and record-keeping techniques.
Legal principles and terminology.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Operation of a computer and assigned software.

ABILITY TO:

Establish and maintain effective working relationships.
Plan and organize work.
Meet schedules and timelines.
Maintain knowledge of provisions of applicable federal, state and district laws, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train and evaluate performance of assigned staff.
Prepare comprehensive narrative and statistical reports, and direct the maintenance of records and reports.
Operate standard office equipment including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and make presentations; seeing to read, and write correspondence and reports; dexterity of hands and fingers to operate a computer keyboard.