RIALTO UNIFIED SCHOOL DISTRICT

AGENT CHILD WELFARE AND
ATTENDANCE
Management Job Description

DEFINITION

Serves under the direct Supervision of the ... has responsibility to guide expulsion administration of all expulsion dispositions and interventions under ... school sites ... site ... programs, foster youth ... McKinney Vento support programs, Liaison ... Coordinator, Parent ... variety of data collection.

ESSENTIAL DUTIES

- Coordinates District Attendance ... Attendance and Child Welfare ... with site level personnel in development of ... Rule, dealing with ... personnel, in ... plans, programs, training, and cluster visits
- District Student ... LEA Coordinator
- Coordinates district ... before the hour... appointments annually, also ... expulsions
- Coordinates and assigns Parent Surrogates
- Maintains all ... Foster ... all ... responsibility with ... crime data
- Provides in service ... programs ... order ... to assist in preventing truancies
- Acts as the Title IX Uniform Complaint ... Coordinator ... also hard ... dealing with Title IX related areas
- Liaison for San Bernardino County Community Day School program
- Liaison for suspended ... to youth
- Liaison for County Probation
- Custodian of student ... records
- Ensures that student ... are complete
- Administers the ... program
- Coordinates portions of the Independent Study program
- Assists in development of ... to ... enforce truancy ... prevention ...
- Coordinates all ... and ... for all ... and effective instruction

Ability to establish and maintain effective ... with those ... make presentations to various ... and ... of assigned ... experience ...

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a proven ability to perform at a high ... level ...

Education: ... degree from an accredited ... Administrative Credential ... or equivalent

PHYSICAL DEMANDS
Physical class

Moderate lifting ... minimum ... pounds ...

Work area requirements

Ability to travel ... children ... fields and ... use common school ... phone ...

Physical Requirements

The time requirements are listed ... considering this wording and m

Occasionally	Low	up to ___ hours
Frequently	Medium	___ to ___ hours
Constantly	High	___ to ___ hours

Stooping	Low	Carrying	Occasionally
Bending	Frequently	Standing	Occasionally
Lifting	Occasionally	Kneeling	Low
Reaching	Occasionally	Sitting	Occasionally
Handling		C...	
Grasping	Occasionally	Walking	Constantly
Fingering	Occasionally	Push Pull	Occasionally
Keyboarding	Medium	must be literate	

Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.

Frequent motion

Twisting	Low	
Wrist flexion	Frequently	
Elbow flexion extension	Frequently	
Reaching to shoulder level	Occasionally	
Forward shoulder neck flexion	Occasionally	hours per da...
Reaching to above shoulder level	Occasionally	
Reaching below shoulder level	Frequently	

Sensory requirements