

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Manager, Foster, Homeless, and At-Risk Youth

WORK YEAR: 221 Days

PRIMARY FUNCTION:

Under the direction of the Director, Pupil Services and in collaboration with the Foster/Homeless Liaison, provide case management services for foster, homeless, and at-risk youth and serve as the District supervisor of attendance.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

Ability to:

Foster/Homeless Youth Case Management

- Monitor attendance, behavior, and academic progress of District foster/homeless youth.
- Provide on-site support and coordinated services to students.
- Provide coordination/communication with and between home (group home) and school
- Connect with community partners to assist students/families with challenges that cause poor attendance
- Coordinate with school sites and SAP to ensure MTSS interventions are in place for foster/homeless youth
- Ensure equal access for foster/homeless youth to sports, extra-curricular programs, after school programs, services, and summer enrichment/credit recovery programs
- Ensure partial credits are received and issued
- Ensure immediate enrollment of foster/homeless youth in the same or equivalent courses including access to Advanced Placement and UC/CSU level courses
- Ensure foster/homeless youth receive frequent graduation credit reviews and counseling.
- Track AB 216/1806 evaluations.
- Ensure that priority is given to foster/homeless youth in credit recovery programs
- Ensure that foster/homeless youth are provided comprehensive needs assessments and intensive specialized counseling.
- Assist with training and technical assistance to administrators, counselors, teachers, front office staff, nurses, and all other school staff in the areas related but not limited to: rights of foster/homeless youth, educational rights holder, enrolment procedures, records requests/transfers, and collaboration with child welfare agencies.

Supervisor of Attendance

- Coordinate receipt of referrals regarding students with severe attendance problems
- Obtain information from a variety of sources, including home visits, to be used in

evaluating referrals, and making recommendations for assistance from outside agencies as appropriate

- Serve as a S.A.R.B. member/Co-Chairperson and participate in the evaluation and recommendation process of the Board
- Perform follow-up case work on referrals
- Stay current on laws regarding attendance
- Attend County and State S.A.R.B. meetings
- Represent District in attendance related district meetings and court proceedings.
- Serve as liaison with District contracted attendance tracking and reporting service provider
- Raise the awareness of school personnel, parents, guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
- Identify and respond to grade level or pupil subgroup patterns of chronic absenteeism or truancy
- Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion
- Ensure that pupils with attendance problems are identified as early as possible to provide applicable support services and interventions
- Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates
- Collaborating with school study teams, guidance teams, school attendance review teams, or other intervention- related teams to assess the attendance and develop improvement strategies
- In schools with significantly higher rates of chronic absenteeism, identify barriers to attendance that may require schoolwide strategies rather than case management
- Referral to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Section 48260.6.

Additional Duties

- Assist CWA Managers with Pre-Expulsion Review Conferences (PERCs) with schools, parents and students, following district procedures as needed
- Assist CWA Managers with parent complaints as needed
- Assist Director, Pupil Services with Uniform Complaints, Title IX Complaints and other investigations as needed
- Compose correspondence and written materials independently or from oral instructions
- Prepare and maintain a variety of records and reports
- Perform other duties as assigned

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 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

EDUCATION AND EXPERIENCE:

Master's Degree

Valid Administrative Credential and one of the following credentials: Teaching or Pupil Personnel Services

A Minimum of three years of site level administrative experience

Valid Driver's License