

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

COORDINATOR OF PUPIL WELFARE

DEFINITION

Under the supervision of the Director Pupil Welfare, the Coordinator of Pupil Welfare coordinates all aspects of district registration, records and transcripts as well as serves as the District liaison for foster and homeless youth.

EXAMPLES OF DUTIES

- Works with Student Services staff members and District Administrative personnel in identifying needs and developing effective procedures for the organization, administration and evaluation of processes and procedures related to registration, records and transcript, and ensuring students with attendance and discipline issues are provided support.
- Implements the District's Board Policies and Administrative Regulations related to inter-District and intra-District transfers, including: School of Choice, Program Improvement and administrative placement.
- Assists in the planning, organizing, and implementation of policies, regulations, and procedures pertaining to pupil welfare.
- Serves as the liaison between the District, Orange County Office of Education, and school districts in matters related to registration, records and transcripts.
- Serves as the District liaison to Orange County Office of Education for foster and homeless students.
- Determines eligibility and notifies schools of action taken for received applications for foreign students to attend District Schools.
- Coordinates information regarding foster home placements and assist in the receipt of student records as appropriate.
- Assists schools in the management of registration, cumulative files, records and transcripts.
- Coordinates and maintains a system of transcript retrieval for former and current students.
- Coordinates and maintains a system of timely delivery of cumulative records to schools of incoming and outgoing students.
- Works cooperatively with District and site administration and community agencies in the interpretation, implementation and enforcement of State education laws.
- Remains current with developments in law, legal opinions, and administrative matters relating to the position.
- Plans, coordinates, and presents in-services and professional development workshops regarding pupil welfare topics, including registration information to District and site staff.
- Coordinates and facilitates regular job-alike meetings for District and site Registrars.
- Coordinates the development of District resource materials regarding pupil welfare; compiling, organizing and disseminating information regarding pupil welfare.
- Prepares annual reports related to registration, records and transcripts.
- Supervise and evaluate assigned Student Support Services personnel.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Federal, State and local policies, and rules and regulations pertaining to registration, records and transcripts; how to read and interpret transcripts; Federal, State and local policies, and rules and regulations pertaining to foster youth and student experiencing homelessness; District policies and procedures, goals and objectives, organization structure and functions; Education Code, Board Policies, Administrative Regulations and District operational policies and procedures; program evaluation, project planning.

Ability to:

Work effectively with all ethnic, racial and socioeconomic groups and individuals. Demonstrate appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment. Plan, organize, prioritize and manage time. Work effectively with parents, community, and District and site personnel. Make formal, public presentations. Communicate clearly and concisely in oral and written formats. Maintain compliance with Federal, State and local organizations.

Education:

Equivalent to the completion of an earned Master of Arts or higher degree from an accredited college or university in educational leadership or closely related field.

Experience:

At least three years of successful teaching experience; site level administrative or leadership experience preferred; high school experience desired. Experience in oversight and administration of student registration, records and transcripts or related areas preferred.

Certification Requirement:

Possess a California teaching credential; possess a valid Administrative Services credential.