

JOB DESCRIPTION

May 2026

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM MANAGER, ATTENDANCE AND PREVENTION

General Purpose:

The Program Manager, Attendance and Prevention is responsible to the County Superintendent of Schools and works under the direct supervision of the assigned administrator. Under the direction of an assigned supervisor, this position supports the development, implementation, and continuous improvement of integrated student support systems within PCOE, local school districts, and countywide initiatives. Primary duties include coordinating supports related to Differentiated Assistance, School Attendance Review Board (SARB) services, attendance and reengagement systems, transition and college/career readiness, and substance-use prevention. This position coordinates program operations, data routines, training, and technical assistance to local educational agencies to improve student outcomes, support family engagement, address barriers to participation, and ensure compliance with applicable program requirements. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provide coordination, guidance, and operational support to staff assigned to attendance, prevention, intervention, transition, and related student support programs.
- Provide program development and professional learning materials for the development and implementation of integrated social, emotional, and behavioral support systems designed to improve attendance and remove barriers to learning and successful post-secondary transition.
- Provide support for Differentiated Assistance activities, including coordination with assigned administrators and internal teams to review Dashboard, CALPADS, local assessment, attendance, discipline, climate, and program implementation data; identify priority needs; support root-cause analysis; align improvement strategies; and monitor implementation progress with LEA partners.
- Coordinate and support the School Attendance Review Board (SARB) Program, including planning, case preparation, meeting facilitation, documentation, follow-up monitoring, interagency coordination, training, and technical assistance to LEAs regarding attendance intervention systems and SARB procedures.
- Respond to inquiries and provide information concerning attendance, truancy, chronic absenteeism, SARB policies, procedures, timelines, documentation, and applicable regulations; schedule and conduct SARB conferences or related meetings at school sites, homes, PCOE facilities, or virtual settings as appropriate; develop solutions, options, referrals, and follow-up plans to meet identified student and family needs; prepare and maintain individual case notes and program files consistent with applicable requirements.
- Collaborate with school site and district administrators in the development, implementation, and continuous improvement of common attendance systems, practices, referral pathways, intervention menus, and escalation procedures; support districts to ensure staff at all levels understand and implement attendance systems; monitor, assess, and assist in resolving attendance issues at designated school sites.

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- Coordinate the work permit program for eligible students, including maintaining local procedures, receiving and reviewing required forms, verifying required signatures and information, coordinating with schools and families, communicating with employers, maintaining records, and ensuring work permit processes are implemented in alignment with applicable law and local policy.
- Issue and sign student work permits, when authorized by the County Superintendent or designee, in accordance with applicable Education Code, California Department of Education forms and procedures, and local PCOE policy.
- Implement and coordinate Transition Partnership Program activities for transition-aged youth as they progress through programs, including student identification, service coordination, employer engagement, documentation, and collaboration with LEAs and partner agencies.
- Develop and maintain relationships with employers and community providers to create job opportunities, work-based learning experiences, and transition supports for identified students with disabilities and/or impediments to employment in accordance with established eligibility requirements for the Department of Rehabilitation and related programs.
- Ensure Placer County schools maintain tobacco-free signage and district policies and provide technical assistance around tobacco prevention and intervention, including support for compliance, education, prevention activities, and local program implementation.
- Provide technical assistance for the California Healthy Kids Survey (CHKS) for TUPE Tier I Consortium member LEAs and disseminate countywide and statewide CHKS data as available; and support LEAs in using CHKS data for planning, Differentiated Assistance, prevention, and continuous improvement.
- Provide technical assistance for TUPE program activities; assist school personnel with coordinating parent and community education and involvement with TUPE activities.
- Organize, plan, and implement programs related to tobacco use prevention and intervention; develop partnerships with community organizations; and assist in the development and implementation of community-wide projects by collaborating with existing community resources and leaders.
- Maintain and oversee assigned program budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations, grant requirements, and PCOE procedures.
- Ensure that all project funds expended or obligated are allowable costs and follow approved budgets, project modifications, claim invoices, fiscal reports, and applicable grant requirements.
- Analyzes and facilitates the use of data tools to support outcome, fidelity, and capacity data.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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Education:

- A Bachelor's degree in education, social work, psychology, public administration, educational leadership, counseling, human services, or a related field is required.
- A Master's degree in education, counseling, social work, psychology, public administration, educational leadership, human services, or a related field is preferred.

Experience:

- History of successful collaborative experience including child welfare, mental health, probation, attendance, reengagement, workforce development, school improvement, or related student support services preferred.
- History of successful direct learning support experience with at-risk youth, students experiencing barriers to attendance or engagement, students with disabilities, students in foster care or experiencing homelessness, or other priority student groups.
- Experience supporting the implementation, coordination, and continuous improvement of complex programs across multiple districts, schools, agencies, or funding streams.
- Experience with tools and strategies related to prevention, truancy, attendance improvement, SARB, employment services, transition services, family systems, MTSS, and community-based supports.

Knowledge, Skills and Abilities:

- Knowledge of and familiarity with the needs of at-risk youth, including students experiencing chronic absenteeism, truancy, disengagement, substance-use risk, disability-related transition needs, foster care, homelessness, behavioral health needs, or other barriers to school success.
- Knowledge of Multi-Tiered Systems of Support philosophies and practices, including the use of data, teaming, evidence-based interventions, progress monitoring, and continuous improvement.
- Knowledge of California accountability, Differentiated Assistance, LCAP priorities, California School Dashboard indicators, student group outcomes, and local continuous improvement processes.
- Knowledge of attendance laws, truancy intervention, chronic absenteeism prevention, SARB processes, student reengagement strategies, and interagency collaboration practices.
- Knowledge of confidentiality requirements, student records practices, and applicable local, state, and federal requirements related to student information, interagency collaboration, and program documentation.
- Knowledge of work permit procedures, student employment rules, transition services, WorkAbility, Transition Partnership Program, Department of Rehabilitation eligibility and coordination requirements, and employer/community partnership development.
- Knowledge of effective implementation research and practices, including coaching, technical assistance, fidelity monitoring, data routines, and improvement cycles.
- Skills required for strong communication, organization, facilitation, project management, data review, documentation, and partner coordination.
- Ability to understand and carry out oral and written instructions, interpret applicable policies and procedures, and communicate requirements clearly to districts, schools, families, students, employers, and community partners.

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- Ability to gather, collate, classify, analyze, and summarize data for program planning, evaluation, grant reporting, fiscal monitoring, and continuous improvement.
- Ability to establish and maintain cooperative working relationships when working with students, families, school personnel, administrators, county agencies, employers, service providers, and other partners.
- Ability to problem solve, analyze issues, develop plans of action, reach solutions, and monitor follow-through across multiple programs and partners.
- Ability to comply with program goals, deadlines, confidentiality expectations, fiscal requirements, grant deliverables, and applicable local, state, and federal requirements.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: a valid California Pupil Personnel Services Credential or California Administrative Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.
- Travel is an essential function of this position.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

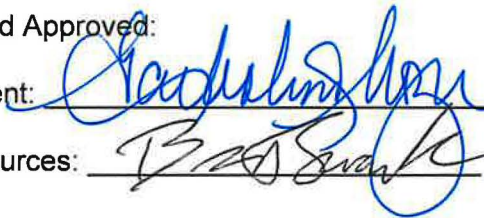
FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 13

Reviewed and Approved:

Superintendent:



Date:

5/11/26

Human Resources:



Date:

5/11/26