

Director of Pupil Personnel

Certified Position - 0080

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Assures that all students will gain full advantage from his educational opportunities and will not suffer as a result of attendance problems

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Organizes, administers and coordinates all phases of the system-wide pupil personnel services
2. Acquaints the school with the home conditions of the child and the home with the work and advantages of the school
3. Ascertains the causes of irregular attendance and truancy, seeks the elimination of these causes and informs school personnel of the circumstances
4. Secures the enrollment in school of all children who should be enrolled and keeps all enrolled children in reasonably regular attendance
5. Manages homeless identification process and monitors students in homeless population.
6. Visits the homes of children who are absent from school or who are reported to be in need of books, clothing or parental care
7. Reports to the superintendent the number and cost of books and school supplies needed by any child whose parent, guardian or custodian does not have sufficient income to furnish the child with the necessary books and school supplies
8. Keeps records and makes reports that are required by law, by regulation of the State Board of Elementary and Secondary Education and by the Superintendent and Board of Education
9. Prepares, submits, executes and amends the school calendar
10. Works with and through state computer centers in every aspect of pupil accounting
11. Conducts out of district student surveys, prepares pupil contracts (RR22) for and to the board of education. Collects attendance and figures ADA of same students
12. Assumes responsibility for the printing of permanent record cards
13. Assumes responsibility for and distributes certificates, diplomas and any other special recognition forms when necessary
14. Prepares and submits Annual Growth Factor Reports
15. Prepares certificates and mails transcripts when requested
16. Assists schools in scheduling and supervising pre-registration.
17. Prepares monthly statistical facts about students, population trends, percentages, etc.
18. Researches and certifies school records for retirement, court cases, etc.
19. Participates in individual or group counseling sessions whenever requested by a member of the administration
20. Serves as liaison between the schools and the parents, the courts, community agencies, state agencies and the police authorities
21. Maintains visibility throughout the community during school hours and provides immediate service to students
22. Provides follow-up services for all students who drop out
23. Plans and supervises the conducting of the annual school census and works with private and parochial schools in checking whereabouts of students reported in the census but not present in the schools
24. Prepares annual reports on attendance and related matters in the district for the Superintendent.
25. Keeps abreast of developments in the field, participates in professional organizations, attends conferences at the local and state levels pertaining to D.P.P. services
26. Works to implement the programs and activities in the school and the community
27. Maintains regular and predictable attendance
28. Adheres to the professional code of ethics
29. Successfully utilizes technology as appropriate in job function

30. Performs any other such duties as designated by the Superintendent

MINIMUM QUALIFICATIONS

1. Must have a Kentucky Director of Pupil Personnel certification and experience as school level administrator or District administrative experience preferred.
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable