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|  | **JOB TITLE** | DIRECTOR OF FAMILY CARETAKING (DPP) |
| **REPORTS TO** | DIRECTOR OF COMMUNITY HEALTH AND ENGAGEMENT/SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CERTIFIED + ADMINISTRATIVE INDEX |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 0080 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification as a Director of Pupil Personnel. |
| Leadership experience working with family systems and the healthy development of children. |

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| **POSITION SUMMARY** |
| Provide leadership and supervision in the planning, implementation and evaluation of family care and pupil attendance services. Administer the enrollment, registration, attendance system, and census functions of the district. Communicate and enforce Kentucky laws and regulations related to enrollment and truancy. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Collaborate with principals, teachers, pupils, families, community agencies, and the court to implement an evidence based system of school level interventions to support family care and student engagement that leads to increased attendance. |
| Lead systems of communication that provides information to schools and families regarding school enrollment requirements. |
| Provide leadership and expertise in the enforcement of the laws regarding compulsory attendance. |
| Lead communication and collaboration systems for principals, families, pupils, various state and local agencies, and the media on policies and procedures relating to pupil attendance, drop out and No Pass No drive. |
| Lead the request process for out-of-area and out-of-district applications at the school level. |
| Collaborate with schools for the implementation and monitoring of the school board tuition policy. |
| Coordinate a supportive Home Hospital program for the district that creates a shared vision of CAREtaking between schools and families. |
| Lead Family and Community CAREtakers in the development of enrollment experiences that engage families and lead support systems for pupil CAREtaking. |
| Lead Family and Community CAREtakers in maintaining all school level curriculum records. |
| Lead FRYSC directors in program development and the home visit experience that removes non-cognitive barriers to student leadership and learning. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of regulations regarding child welfare and attendance. |
| Working knowledge of state law, board policy, and administrative regulations as relates to attendance and SEEK funding. |

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| **PHYSICAL DEMANDS** |
| Physical movement.  Communicate effectively using speech, vision, and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.  Requires indoor and outdoor activity. |