

TITLE:

DPP/Student Support Services Coordinator/Safety Compliance Officer

QUALIFICATIONS:

Certification by Kentucky Department of Education with proper endorsements, plus responsible experience in teaching and supervision or administration, or any equivalent combination of experience or training.

REPORTS TO:

Superintendent

PRIMARY JOB GOAL:

To administer those student-related services and activities pertaining to attendance, welfare, safety, Title IV, and record keeping, to the important end that the abilities, interests, and needs of each child are increasingly realized.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and practices of modern public school education and the ability to apply them to the needs of the district; knowledge of current curriculum and instructional practices; ability to plan, organize, and coordinate district level education; knowledge of large-scale budgets and their operations; ability to work a flexible schedule in order to perform evening duties of various district functions; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; ability to assist in developing a Central Office team to act as resources/facilitators to all district employees; commitment to education reform.

PERFORMANCE RESPONSIBILITIES:

- Oversees all student services of the school district.
- Works with the Superintendent in establishing and maintaining a program of public relations to keep the public well informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
- Coordinates the School Health Program including immunizations, physicals, etc.
- Coordinates School nurse program.
- Serves as the district contact for the Family Resource Center.
- Serves as the district contact for the Youth Service Centers.
- Supervises School Social Workers
- Facilitates/organizes the district Crisis Intervention Team.
- As Director of Pupil Personnel (DPP), works with truancy.
- Works with truancy diversion teams at each school.
- Works with the CDW to coordinate the truancy diversion program for the district
- Serves as the district representative on the FAIR team
- Serves as the district liaison for Family Court
- Serves as the district liaison for District Court
- Serve as districts homeless liaison
- Serve as districts foster care liaison
- Serves as the district representative on the multidisciplinary case review team (GUS).
- Prepares annual attendance reports as required by statutes and the Kentucky Department of Education (KDE).
- Maintains required attendance and census records.
- Keeps records on students PK-8 who have moved.
- Is responsible for non-resident policies.
- Is responsible for the transfer of student records to other districts (PK-8).
- Coordinates on-line registration school.
- Maintains records in Infinite Campus.
- Facilitates student welfare activities through Family Resource and Youth Service Centers.

- Works on the identification of problems originating from neglectful parents, economic conditions, and mental illness of parent or child.
- Serves as district contact person for suspected child abuse cases.
- Is responsible for enforcement of the compulsory attendance law.
- Assists/advises all Principals and teachers in the matter of attendance and pupil accounting.
- Ensures compliance with the School Safety and Resiliency Act.
- Trains principals and school safety coordinators on the risk assessment tool.
- Conducts regular safety walk-throughs at schools.
- Assists in formulating school safety procedures.
- Review school safety plans with local first responders.
- Work with all stake holders to identify areas of next steps for improving school safety.
- Create an environmental design that makes our facilities more safe and secure.
- Assists in developing school supervision plans.
- Coordinates the school resource officer program.
- Coordinates the students drug testing program
- Chairs the district calendar committee.
- Is responsible for the area of pupil personnel policies; interprets policies to school personnel, parents, and the community.
- Makes arrangements for school accident insurance services including school day and all-athletic.
- Prepares administrative reports as directed by the Superintendent.

TERMS OF EMPLOYMENT:

Up to 240 days per year; salary to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: July 10, 1995

Revised: February 11, 1999

Revised: June 26, 2008

Revised: June 17, 2010

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____