

TITLE: Director of Pupil Personnel

QUALIFICATIONS: Must hold current and valid Kentucky Director of Pupil Personnel Certificate, with at least (3) years teaching experience, and (2) years administrative experience.

REPORTS TO: Assistant Superintendent of Student Services

JOB GOAL: Provides leadership and supervision in the planning, implementation and evaluation of pupil personnel, and pupil attendance services. Administers the enrollment, registration, attendance system, accounting, and census functions of the district. Communicates and enforces Kentucky laws and regulations related to enrollment and truancy.

PERFORMANCE RESPONSIBILITIES:

Enforces compulsory attendance laws

Maintains knowledge of current laws, regulations, school board policies and procedures, as well as emerging trends and current research in pupil attendance to increase school attendance and Support Education Excellence in Kentucky (SEEK) funding.

Works with principals, teachers, pupils, parents, community agencies, social workers, attendance workers, and the court to implement a research-based system of school level interventions to improve pupil attendance, and to provide attendance incentive programs.

Confirms in-district residency for all incoming in-district students.

Coordinates and supervises the work of central office pupil attendance personnel.

Coordinates and supervises the work of secondary/elementary school attendance personnel.

Interacts with pupils and parents or guardians on issues relating to enrollment, attendance, truancy, drop-out interventions.

Provides information to schools and parents regarding school enrollment requirements.

Serves as McKinney-Vento Coordinator.

Serves as liaison between other local school districts when communicating the Fort Thomas Independent School Board of Education enrollment policies regarding pupil census and attendance of nonresident students.

Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the Student Services office.

Completed all other duties as assigned.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in letter of employment. Work days will be determined by the staff member and administrator. Part Time certified positions are a 0.7 – 135-day contract.

EVALUATION: Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.