**Director of District Wide Services/Director of Pupil Personnal**

Reports to – Superintendent

Terms of Employment – 233 days per year

Develops, oversees and manages the day to day operation in the areas of Pupil Personnel, Attendance, Transportation, Alternative School, Safe Schools, Student-drug testing and other programs as assigned by the Superintendent. In the absence of the Superintendent and Assistant Superintendent, manages the school district.

**PERFORMANCE RESPONSIBILITIES**

1. Provide leadership in all district programs.
2. Assist principals and teachers in articulating programs and services for students.
3. Supervise and coordinate staff in providing support for students in transportation, Alternative School, student attendance and student drug testing.
4. Coordinate and facilitate the selection and purchase of school buses.
5. Facilitate planning processes with school and across the district for safe schools and emergency procedures.
6. Manage committees that influence decisions in pupil personnel, safe schools and student drug testing.
7. Carry out projects that are assigned by the superintendent to enhance the overall operation of the district.
8. Interview, hire and train employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems in areas related to pupil personnel, attendance, transportation, safe school and student drug testing. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.
9. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community and board of education.
10. Ability to use technology to support instruction, access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents and the community and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

1. Master’s Degree, Administration, 5 years classroom experience and previous administrative experience

2. Kentucky Certification for Superintendent

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee