**DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: DIRECTOR OF PUPIL PERSONNEL Code: 0080**

**BASIC FUNCTION**

Administers state and district policies related to membership, attendance of students in the district and maintains a census of all school age children in Dawson Springs; provides advice and direction to Principals and other district staff related to pupil personnel. The job is highly visible in the district and community, with much contact with community leaders and involves community agencies, courts, law enforcement, counseling services and health agencies. Provides leadership, supervision and direction to the district’s programs and activities related to pupil personnel services. Coordinates and implements the development of programs and procedures for inter-agency and intro-agency involvement.

**PERFORMANCE RESPONSIBILITIES**

* Enforces the compulsory attendance and immunization laws and regulation, and enforces an accurate system of attendance accounting for all children enrolled in the District.
* Identifies indigent pupils throughout the district and provides for the needed service required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
* Interprets student-related regulations established by the State Department of Labor.
* Maintains an efficient system of transfer of pupil records, intra-district and inter-district, and their storage; including an orderly procedure for granting of hardship and voluntary transfers.
* Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute.
* Coordinates the district’s pupil personnel activities with court and community agencies.
* Participates in all region and state meetings regarding Pupil Personnel.
* Processes all requests for student transfers, administrative overrides, special programs, and racial classification.
* Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification.
* Provides leadership in the planning, development, implementation and evaluation of:
* District-wide workshops and departmental in-service.
* Statistical Reports
* Court case review/case management
* District and school based attendance audits
* Technology in pupil accounting
* Visits the homes of students to confer with parents and participates in individual or group counseling sessions.
* Serves as liaison between the school and the parent, court, police authorities, community agencies and the local and state boards of education.
* Works with school administrators in identifying and counseling potential dropouts, truants, and those students in need of social service.
* Supervises school census and enforces compulsory attendance laws for private and parochial schools within the district.
* Maintains the district’s records of attendance and student accounting including future enrollments.
* Confers regularly with the registrar of student personnel services regarding attendance matters.
* Works closely with teachers, school nurses, guidance counselor and principals regarding students who are absent or tardy too frequently and who have not responded to the corrective efforts made by the building principal.
* Reviews the student personnel file before any investigation or action, and confers with other members of the district who may be involved.
* Explores, uses, and evaluates technology resources: software, applications, and related documentation to enhance professional productivity and support instruction.
* Performs other duties as assigned by the Superintendent of Schools.

**MINIMUM QUALFICATIONS**

* Master’s degree with Kentucky certification in administration and/or supervision endorsed for Director of Pupil Personnel.
* Three (3) years successful supervisory and administrative experience in pupil personnel services or the equivalent.
* Knowledge of state statutes and regulations related to pupil personnel services.

**DESIRABLE QUALIFICATIONS**

* Demonstrated ability to work with diverse groups
* Demonstrated ability to prepare easily understood reports

**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, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

Employee Signature Date

Revised