

REVISED
AUGUST 25, 2014



JOB TITLE	ASSISTANT DIRECTOR PUPIL PERSONNEL		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV/GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PUPIL PERSONNEL		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of district and community professionals. No direct supervision of others is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides departmental leadership in the planning, development, implementation and evaluation of: District-wide workshops and departmental in-service; District-wide incentive programs; Statistical reports; Court case review/case management; Project Succeed; District and school based audits; Staff and assist in the development of collaborative efforts with the social service agencies to better serve families and neighborhoods; Technology in pupil accounting; Pupil Personnel Services

Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis

Enforces the compulsory attendance laws of Kentucky

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, juvenile court, police authorities, community agencies, and the local and state boards of education

Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services

Assists local schools in collecting data in meeting their KERA Non-cognitive goals

Supervises school census and enforces compulsory attendance laws for private and parochial schools

Maintains the district's records of attendance and student accounting, and assists in the identification and enforcement of student assignment

Performs other duties as assigned by the Director of Pupil Personnel

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.

MINIMUM QUALIFICATIONS

Master's Degree in education

Director Pupil Personnel certification

Three (3) years classroom experience

Demonstrated aptitude for successful fulfillment of the responsibilities listed above

DESIRABLE QUALIFICATIONS

Certification and experience in educational administration or management

Knowledge of state statutes and regulations related to pupil personnel services