

REVISED
NOVEMBER 24, 2014



JOB TITLE	DIRECTOR PUPIL PERSONNEL		
DIVISION	DATA MANAGEMENT, PLANNING, AND PROGRAM EVALUATION		
SALARY SCHEDULE	IV GRADE 12		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	CHIEF OF DATA MANAGEMENT, PLANNING, AND PROGRAM EVALUATION		
SUPERVISES	SECRETARY II, TWO (2) ASSESSMENT COUNSELORS, TWO (2) CLERK II, FIFTEEN (15) SOCIAL WORKERS, ADPP COURT LIAISON, TEN (10) ASSISTANT DIRECTOR PUPIL PERSONNEL		

SCOPE OF RESPONSIBILITIES

Administers state and district policies related to membership, placement and attendance of students in the district and maintains a census of all school age children in Jefferson County; 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 as much contact with 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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces the compulsory attendance and immunization laws and regulations, and enforces JCPS pupil assignment regulations including an accurate system of attendance accounting for all children enrolled in the District

Identifies indigent pupils throughout the district and provides for the needed services 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

Supervises all coordinators, assistant directors and other personnel in the department and coordinates and evaluates their activities, including pupil services teams

Coordinates the district's pupil personnel activities with court and community agencies

Performs pupil personnel services for the Anchorage Independent School District

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

Performs other duties as assigned by the Chief of Data Management, Planning, and Program Evaluation

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.

MINIMUM QUALIFICATIONS

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

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JOB TITLE	ASSESSMENT COUNSELOR		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	IV GRADE 9		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF PUPIL PERSONNEL		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Assists local school and systemwide service staff in placement and service delivery to students returning from institutions, referred by agencies, and new to the system. Screening of referrals to alternative programs is also a priority. Requires no direct supervision of other personnel, but indirect supervision of local school counselors does exist.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Director and assistant Directors of student services in making referrals to alternative educational programs and in recommending and implementing adjustment transfers (i.e., Metropolitan School)

Counsels with students and families for personal, social, emotional, educational and career growth

Provides assessment and placement counseling services to public, private and governmental agencies (i.e., CHR, DHS, local schools)

Disseminates resource information to local schools, groups, agencies, and individuals

Evaluates a recommended program with a counselor and special education personnel for students with special needs

Provides system wide service office and the Kentucky State Department of Education with appropriate information for research

Assists students in self-understanding, in making appropriate choices, and in implementing their plans to realize their fullest potential through interpreting test results, records, and other assessment information

Plans, evaluates, develops, and administrates with guidance program of the Office of Student Services and communicates the purpose to students, parents, and staff

Performs other duties as assigned by the Director 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 lights weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Secondary Guidance

One (1) year successful teaching experience

Working knowledge of community agencies and resources

DESIRABLE QUALIFICATIONS

Demonstrate ability to work with diverse groups

Demonstrate ability to advise a variety of school staff on resources and programmatic needs

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JOB TITLE	ASSISTANT DIRECTOR PUPIL PERSONNEL		
DIVISION	DATA MANAGEMENT, PLANNING, AND PROGRAM EVALUATION		
SALARY SCHEDULE	IV/GRADE 10		
WORK YEAR	200 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

DESIRABLE QUALIFICATIONS
PHR/SPHR certification
Successful experience in local school administration
Working knowledge of the district's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law

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JOB TITLE	SOCIAL WORKER		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	III		
WORK YEAR	187 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PUPIL PERSONNEL		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Implements and maintains social services delivery and coordination to pupils of the district. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents and pupils. Exercises no supervision of other positions

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Identifies pupil' difficulties which interfere with attendance, adjustment, and achievement in school through referral by teachers, Principals, counselors and other personnel

To service as a member of the Neighborhood Place interdisciplinary team to identify resources of the school district and represented agencies to address family problems and develop appropriately planned social service interventions; which would service as a liaison between home, school and community and act as an advocate for children

Consults and collaborates with other school personnel to gather information and establish a plan for modification of pupils' specific problems and agency personnel

Works with individual pupils toward correction of certain personal, social and emotional maladjustments

Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems

Utilize planned consultation with the school district and represented community agencies within the Neighborhood Place to identify individual children families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services

Function as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff of the community

Provide psycho-educational group services for students or parents in facing emotional issues i.e., death, divorce, alcohol and drug abuse, self-esteem, etc

Performs other duties as assigned by the Director 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 lights weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment

MINIMUM QUALIFICATIONS

Master's Degree in social work (MSW)

Kentucky certification in public school social work

DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work; self-management; maturity; and flexibility

Knowledge of community resources

Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds

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JOB TITLE	ADPP COURT LIAISON		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	IV GRADE 10		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR OF PUPIL PERSONNEL		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Enforces mandated statutory and local regulatory provisions of the compulsory school attendance law and to be with JCPS representative to local school in coordinating the maintenance of pupil census. The social service delivery system to students is also an objective. Constant involvement with agency personnel, court workers and the community is required. Requires no direct supervision of others.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces compulsory attendance and laws in each attendance district
Serves as liaison between the school and the parent, the courts, community agencies, and police authorities and works with local school staffs to enforce attendance laws and policies
Visits the homes of students to confer with parents
Helps identify individual pupils in need of action by health officials and/or social agencies
Works with local school administrators in identifying and counseling potential school dropouts
Participates in individual or group counseling sessions, case conferences, initiates petitions and prepares cases for formal hearing in juvenile court
Serves a full-time school district representative involved in district court cases concerning truancy, requests for pupil records, custody cases, lawsuits involving children, etc
Maintains the district's records of attendance and student accounting, determination of tuition-paying status, identification and enforcement of boundaries, and the like
Supervises school census and enforces compulsory attendance laws for private and parochial schools
Makes referrals for work permits and investigates working hours and conditions for students, as prescribed by law
Performs other duties as assigned by the Director 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 lights weights.

MINIMUM QUALIFICATIONS

Master's Degree in education plus 15 hours in an approved program (specific endorsement for Director Pupil Personnel)
Three (3) years classroom experience
Knowledge and experience in working with community law enforcement officers, court personnel, and social agencies

DESIRABLE QUALIFICATIONS

Certification and experience in guidance and counseling or social work

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November 24, 2014



JOB TITLE	RESOURCE TEACHER EARLY CHILDHOOD SPECIAL SERVICES¹		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	III		
WORK YEAR	187 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ACADEMIC PROGRAM CONSULTANT		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Assists direct staff in the implementation of consistent and appropriate ECE instructional programs; provides direct services and consultation to local schools and community agencies on intervention strategies, best practices in instruction, materials selection, curriculum, and staff development; participates in prereferral, referral, assessment, placement, and follow-up activities; assists the Program Specialist in collecting and compiling data as needed for appropriate evaluation and placement of children, as well as for district, state and federal reports; coordinates and participates in parent involvement, staff development and community agency development activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists school and community agency staff in the implementation of consistent and appropriate ECE instructional programs and the use of curriculum

Assists in the development and implementation of instructional alternatives/intervention techniques for students identified as having difficulty

Locates and secures instructional materials for teachers, as needed

Conducts inservice for school personnel, district staff, and community groups

Assists the Admissions and Release Committees in interpreting educational assessment results, developing the individual education program, and determining appropriate placement, as needed

Administers educational assessments for preschool students within the district as needed

Coordinates and/or participates in parent involvements, staff development, and community agency development activities of the Early Childhood Program

Performs other duties as assigned by the designated director

PHYSICAL DEMANDS

The work is performed while standing or walking. 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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Kentucky certification in interdisciplinary early childhood education or certification endorsed in some area of special education or related field

Three (3) years successful experience as a teacher

Demonstrated ability to work cooperatively in a team situation

Demonstrated experience in at least one area of ECE

DESIRABLE QUALIFICATIONS

Ability to communicate with others

Skill in inservice and demonstrating teaching

Experience and education in early childhood special education

Willingness to keep abreast of the current developments in the field of Exceptional Child Education

Experience and skill in providing consultation to teachers on special education practices

Kentucky Department of Education Kindergarten certification

¹ This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.