**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE: Director of Pupil Personnel**

**QUALIFICATIONS:** Rank I and DPP certification with a minimum of three years of teaching

experience. Knowledge of the community and experience in collaborating with a variety of

community partners. Minimum of three years of experience as athletic team player, coach, and

referee.

**REPORTS TO:** Chief Operating Officer(COO)

**JOB GOALS:** To ensure that every student gains full advantage from his/her educational

opportunities as a result of good attendance behavior. Support athletic programs in

Nelson County High Schools. Safe and Drug Free Schools Coordinator. Free/Reduced Application Management (FRAM) Coordinator.

**PERFORMANCE RESPONSIBILITIES:**

Supervises: District SRO/s, ADs and DPP assistant.

Ensures that all FRAM applications are distributed, collected and processed.

Safe and Drug Free Schools Coordinator:ensure the assignment and completion of all required training. Maintain Safe Schools records and training plans.

Maintains a professional awareness of regulations regarding child welfare and attendance

by having a working knowledge of state law, Board policy, and administrative

Regulations.

Identifies all school-age children who are unable to participate in the regular school

program because of mental, physical, or emotional handicaps so that they are properly

exempted and participate in educational programs appropriate to their needs.

Works closely with teachers, school nurses, attendance clerks, guidance counselors, 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.

Compiles monthly and annual district-wide attendance reports from all schools and

provides direction for teacher whose registers are in questionable order.

Conducts such auditing of enrollment, attendance, and transfer records, in the various

schools as necessary to assure compliance with applicable laws and sound principles of

accounting for student personnel.

Participates in individual or group information sessions or mentoring, sessions whenever

requested by a member of the administration or the student personnel team.

Participates in case conferences.

Visits any student who appears to have exceptional problems, which interfere with school

attendance.

Works with school counselors to individualize the student’s program in terms of need and

to identify and counsel potential dropouts and to conduct exit interviews.

Available to administrators, teachers, students, and parents on an individual and/or group

basis, to explain attendance laws and policies and to encourage regular attendance.

Serves as liaison between the schools, the district and the parents, the courts, community

agencies and police authorities.

Maintains the district records of attendance and student accounting, including projection

of future enrollments, transfer of students, and determination of tuition-paying status.

Assists in implementation and enforcement of school district boundaries.

Plans and supervises the process of conducting annual school census, and works with

private and parochial schools in checking whereabouts of students reported in the census

but not enrolled in the schools.

Collaborates with Chief Information Officer with Infinite Campus student tracking

Services.

Create a data dashboard of student attendance to gain an understanding of attendance

issues and truancy.

Create a data dashboard of student eligibility for all sports.

Support athletic scheduling, attend athletic activities, ensure athletic tryouts are ethical

and fair, mediate player/coach/parent disputes, and other duties as directed by

Supervisors.

Demonstrates regular attendance and punctuality.

Adheres to the appropriate code of ethics.

Performs other duties consistent with the position assigned as may be requested by the

Superintendent.

KNOWLEDGE AND ABILITY: To perform the responsibilities as previously

outlined.

ABILITY TO: Perform as a leader such that student achievement is maximized