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| **Mercer County Schools**  **JOB DESCRIPTION** |
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| Job Title: Director of Pupil Personnel Reports to: Chief Academic Officer  Job Class Code: 0080 Work Schedule: 235 Days  Pay Scale: Rank + 14% Index Approval Date: |
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| **PERFORMANCE RESPONSIBILITIES** |
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| * The director of pupil personnel is responsible for carrying out the delegated duties and policies of the Mercer County Board of Education, State laws, and State Board of Education directives concerning pupil attendance, pupil accounting and other related programs such as dropout prevention, public relations and pupil welfare are part of the job,. The Director of Pupil Personnel (DPP) serves to provide the leadership to maintain and improve pupil accounting systems, district census, and records which relate to student attendance and accountability. Performs as an evaluator to determine the strengths and weakness or system and school policies relating to student attendance and suggests such action to correct deficiencies. Initiates short and long range programs to improve pupil attendance, pupil welfare, dropout prevention and pupil accounting. Initiates and participates in an effective community relations program concerning pupil’s attendance. * Maintains an accurate census of all children between the ages of three and twenty-one years living within the school district. * Assists principals and teachers in all matters relating to attendance and attendance accounting. * Seeks the enforcement of the compulsory attendance law through home visits, conferences and the courts. * Compiles all records and reports relating to attendance and pupil accounting and makes required reports to the State Department of Education, district personnel and the Mercer County Board of Education. * Interprets pupil personnel policies and methods relating to pupil accounting, to school personnel, parents, students, and community. * Visits student homes when need is indicated and attempts to interpret home to school and school to home. * Acts as a liaison person with local and state agencies in seeking solutions to problems of school children involving attendance and welfare. * Works with authorities of the Juvenile Court in matters concerning school children. * Seeks help for indigent children in matters of clothing, lunches, and medical or physical needs. * Works with Parent-Teacher organizations in special projects for the direct benefit of the children within the district. * Makes studies of new practices and techniques for improving the preparation and preserving of reports, records and pupil information. * Maintains records of all non-resident pupils for the purpose of pupil accounting. * Works on the identification of problems originating from broken homes, neglectful parents, economic conditions, and both physical and mental illness of parent or child. * Initiates a dropout prevention program and maintains an ongoing system of conferences and help to the potential drop out. * Meets with the Mercer County Board of Education on a regular basis to disseminate information and plans concerning pupil attendance and accounting. * Prepares suggested policies and procedures concerning new legislation involving pupil accounting, pupil attendance and student welfare. * Attends state and local conferences relating to student attendance. * Prepares original and amended school calendars for presentation to the Mercer County Board of Education. * Maintains accurate and concise records involving student attendance. * Disseminates needed records and attendance data to district and state personnel. * Prepares projections of systems pupil enrollment and monitors present enrollment for marked increases or decreases. * Performs such other duties as may be directed by the Mercer County Board of Education and Chief Academic Officer. * Oversees the administration of the Mandatory Random Drug Testing Program. |
| **MINIMUM QUALIFICATIONS** |
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| Education: Master’s Degree  Certification/Licensure: Valid Kentucky Teacher’s Certification for Director of Pupil Personnel  Other Qualifications: Three years teaching experience with a valid teacher’s certificate, two year administrative experience and extensive accounting, math and computer background related to pupil accounting. |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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