

**ESTILL COUNTY BOARD OF EDUCATION**  
**Certified Job Description**

**JOB DESCRIPTION:** Director of Pupil Personnel

**QUALIFICATIONS:**

1. Valid Kentucky Certificate as Director of Pupil Personnel.
2. Minimum of five (5) years successful classroom teaching and/or school administration experience.

**REPORTS TO:** Superintendent

**JOB GOALS:** To provide comprehensive pupil personnel services; and to support the Mission Statement of the Estill County School System.

**PERFORMANCE RESPONSIBILITIES:**

1. Attends work daily, being in prompt attendance, and remains on duty as specified by the Superintendent or the Superintendent's designee.
2. Enforces compulsory attendance and census laws.
3. Acquaints the school with the home conditions of the child and the home with the work and advantages of the school.
4. Ascertains the causes of irregular attendance and truancy, and seeks the elimination of these causes.
5. Secures the enrollment of all students and keeps all enrolled students in reasonably regular attendance.
6. Provides leadership and expertise in identifying, formulating, and implementing systems, which provide and promote exemplary attendance for students and staff.
7. Plan, organize, develop, and conduct a variety of staff development and in-service training programs.
8. Serves as the custodian of student records, and coordinates the response to record requests, and student record subpoenas.
9. Makes home visits and parent conferences for students as may be deemed necessary.
10. Coordinates Home Hospital services for all schools and maintains current records according to state guidelines.
11. Refers students to court designated worker or parents for a court appearance as may be deemed necessary.
12. Keeps accurate records and makes reports that are required by law of the Kentucky Department of Education, Estill County Board of Education and Superintendent.
13. Meets deadlines for filing district reports as required by the KY Department of Education.
14. Establishes and maintains liaison with local referral agencies.
15. Coordinates the production of enrollment projections for the district.
16. Completes "highly qualified"/LEAD reports as applied to the certification regulations of the Education Professional Standards Board (EPSB).
17. Coordinates Virtual Academies.
18. Assists the Superintendent in planning the annual school calendar.
19. Maintains confidentiality of students and/or staff.
20. Performs other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Days and salary pursuant to district salary schedules.