

Director of District Wide Services/Director of Pupil Personnel

Reports to – Superintendent

Develops, oversees and manages the day to day operation in the areas of Pupil Personnel, Attendance, Transportation, Extended School Services, Alternative Program, Virtual Learning Placement, School Within a School Placement,, Safe Schools, Student-drug testing and other programs as assigned by the Superintendent. In the absence of the Superintendent, assists other District Administrators to , manage the school district. 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 Gallatin 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 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

1. Provide leadership in all district programs.
2. Assist principals and teachers in articulating programs and services for students.
3. Supervise and coordinate staff in providing support for students in transportation, Alternative School, student attendance and student drug testing.
4. Coordinate and facilitate the selection and purchase of school buses.
5. Facilitate planning processes with school and across the district for safe schools and emergency procedures.
6. Manage committees that influence decisions in pupil personnel, safe schools and student drug testing.
7. Carry out projects that are assigned by the superintendent to enhance the overall operation of the district.
8. Interview, hire and train employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems in areas related to pupil personnel, attendance, transportation, safe school and student drug testing. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.
9. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community and board of education.
10. Ability to use technology to support instruction, access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents and the community and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
11. 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.
12. Identifies indigent pupils throughout the district and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)
13. Interprets student-related regulations established by the State Department of Labor.
14. 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.
15. Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute.

16. Supervises all coordinators, assistant directors and other personnel in the department and coordinates and evaluates their activities, including pupil services teams.
17. Coordinates the district's pupil personnel activities with court and community agencies.
18. Processes all requests for student transfers, administrative overrides, special programs, and racial classification.
19. Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification.
20. Performs other duties as assigned by the Superintendent.

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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel
2. Three (3) years successful supervisory and administrative experience in pupil personnel services or the equivalent
3. Knowledge of state statutes and regulations related to pupil personnel services

Approved by: _____
Board Chairperson

Date: October 27, 2014
Revised: June 12, 2019

Reviewed and agreed by: _____
Employee

Date: _____