

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Pupil Personnel and Pupil Attendance

Job Class: 0080

Department: District Wide

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: 5/11/2023

SUMMARY: Provides leadership and supervision in the planning, implementation, and evaluation of pupil personnel and pupil attendance services. Administers the enrollment, registration, attendance system and accounting, and census functions of the district. Communicates and enforces Kentucky laws and regulations related to enrollment and truancy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Derived from KRS 159.140.*

- Maintain knowledge of current laws, regulations, school board policies and procedures, as well as emerging trends and current research in pupil attendance to increase school attendance and Support Education Excellence in Kentucky (SEEK) funding.
- Enforce compulsory attendance and census laws in the district.
- Acquaint each school with the home conditions of the habitual truant (reported as truant two or more times); acquaint the home with the work and advantages of the school.
- Ascertain the causes of irregular attendance and truancy through documented contact with the guardian of the student and seek to eliminate the causes.
- Secure the enrollment in school of all students who should be enrolled and keep all enrolled students in reasonably regular attendance.
- Assist students who are reported to be in need of books, clothing, or parental care.
- Provide for the interviewing of students and parents of students who withdraw from school to determine the reasons for the decision.
- Provide a regular attendance report to school principals and provide a written monthly attendance report in person at all regular school board meetings.
- Work with district staff, pupils, parents, and community agencies to implement a system of school level interventions to improve pupil attendance, and to provide attendance incentive programs.
- Communicate with parents, pupils, various state and local agencies, and the media on procedures, policies, and laws relating to pupil attendance.
- Interact with pupils and parents or guardians on issues relating to enrollment, attendance, truancy, home school, and drop out interventions.
- Keep records and make reports as required by law and regulation, as well as by superintendent/superintendent designee and board policy.

- Document the home conditions of the students and the intervention strategies attempted in any action brought to enforce compulsory attendance laws.
- In any action brought to support compulsory attendance, document the home conditions of the student and the intervention strategies attempted, and after consultation with the Court Designated Worker, possibly refer the case to the FAIR team.
- Serve as chair of calendar committee.
- Assist in the enforcement of all safety regulations and programs and serve as the district School Safety Coordinator.
- Performs such other tasks and assumes other responsibilities as the Superintendent/Superintendent Designee may assign.

SUPERVISORY RESPONSIBILITIES: Manages personnel that are responsible for decision making in all the above mentioned areas. Serves on the committee to develop the school calendar. Carries out projects that are assigned by the superintendent/superintendent designee to enhance the overall operation of Marion County Schools. Supervise Family Resource Center and Youth Service Center directors, Student Assistance Program, and Title IV.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Supervisory certification plus classroom experience and previous administrative experience.

LANGUAGE SKILLS: 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.

MATHEMATICAL SKILLS: Ability to work with mathematical probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and

collaborate with colleges, parents, and the community; and conduct research/solve problems.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Appropriate Kentucky Department of Education Administrative certification and a valid teaching certificate.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described there are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position required the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.