

## **Job Duties of the Administrative Assistant to the Director of Pupil Personnel:**

### **Administrative Support:**

- Prepare email/paperwork for our weekly court dockets (as many as 3 dockets weekly)
- Maintain student files for students in court or have truancy issues.
- File all paperwork returned to the DPP office from the clerk's office regarding students in the court system.
- Sending email with daily attendance percentages.
- Cover the front desk.
- Approve/sign requisitions sent from MKV and FRYSC.
- Submit reporting from MKV, FRYSC, and 21st Century to DPP for monthly Board Report.
- Assist with paperwork pertaining to Expulsion hearings.
- Maintain and organize digital and physical files for pupil personnel records.
- Handle incoming and outgoing communications, including emails and phone calls.

### **Student & Family Support:**

- Home Visits for Truancy - Open enrollment has increased the distance in which we must drive. I have driven as far south as Campbell County High School, Erlanger, Dayton, Bellevue and we frequently drive into Covington. We have also gone into Cincinnati numerous times also.
- Maintain new enrollment packets for the DPP to take when verifying residency when a new family is enrolling.
- Student support.
- School level secretary support.
- Organize Home Visit Day at the beginning of the school year.
- Assist with enrollment, attendance, and truancy documentation.
- Communicate with parents, students, and school staff regarding pupil personnel matters.
- Process and track student transfers, residency verifications, and related paperwork.

### **Compliance & Reporting:**

- Run Final Notice reports and documenting on student files.
- Run 15 Day letters, document on student file, and send certified letters.
- Audit Attendance Clerks daily attendance for each attendance month.
- Process school forms for each building. (Chronic Medical, EHO, Home School, and Home Hospital).
- Audit Household and Address reports monthly.
- Title 1 Support - working with each building and Private Schools.
- Process all FRAM forms for each family within the District.
- Maintain and update T-Codes

- Process all nonresident applications by requesting records from prior school, completing our tracking sheet, and completing our rating form based on records received.
- Work with school counselors and teacher when students are placed on Home Hospital. (teacher schedule, teacher pay, student attendance)
- Maintain and update records related to student attendance, discipline, and special programs.
- Assist in preparing reports for state and district compliance.(assist with District Calendar set up in IC and clean up reporting for the SAAR submission deadline)
- Ensure confidentiality and accuracy in handling student and personnel records.

**General Office Management:**

- Liaise with Blue Chip Storage for record requests and verify the bill monthly when received.
- Order office supplies and manage inventory.
- Coordinate meetings, training, and events for MKV, FRYSC, and 21st Century.
- Support other district administrative staff as needed.