

Director of Pupil Personnel/Elementary Continuous Improvement

QUALIFICATIONS: Kentucky Certificate with endorsement for Director of Pupil Personnel and Kentucky Certificate for School Administration or Supervisor of Instruction. Additional qualifications as the Superintendent or Board may find appropriate and acceptable.

REPORTS: Superintendent

SUPERVISES: Staff members designated by the Superintendent

JOB GOAL: To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with the student's learning.

PERFORMANCE RESPONSIBILITIES:

1. Enforces all compulsory attendance and census laws. Communicates and interprets laws and regulations to administrators, staff and community.
2. Acquaints the school with home conditions of the student and the home with the work and advantages of the school.
3. Secures enrollment in the school of all students who should be enrolled and keeps all enrolled students in reasonably regular attendance; ascertains causes of irregular attendance and truancy and seeks the elimination of these causes through intervention or initiation of court referrals.
4. Visits homes of students who are absent from school or who are reported to be in need of books, clothing or parental care. Reports to Superintendent the cost of books or supplies needed by a student whose parents do not have sufficient income to furnish needed supplies.
5. Interviews students and parents of those students who quit school in order to determine reasons for the decision.
6. Develops a plan for maintaining and keeping all records and completing all reports required by law, regulations, Board of Education and Superintendent. Issues transcripts of grades and verifies levels of former students.
7. Oversees and provides direction for the district's student service programs including but not limited to Family Resource and Youth Service Centers, Dropout Prevention Programs, Home Hospital Instruction, counseling program and alternative to suspension/expulsion programs. Works with service providers to ensure coordination of services.
8. Remains abreast of and enforces laws, regulations and policies related to student employment.
9. Establishes open line of communication and a cooperative relationship with the court system, community agencies and businesses.
10. Prepares a variety of reports/documents; makes a variety of records and data as required by the Superintendent.
11. Participates in required training and professional growth activities as required by law or the Superintendent.
12. Influences the school environment on behalf of students and their needs.
13. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.
14. Assist district leaders and staff in developing, aligning, pacing and implementing curriculum and assessments with state and local standards.
15. Work with staff to ensure rigorous and authentic assessments inform and improve instruction to meet the needs of all students.

16. Assist teachers in developing and implementing effective and varied, research/evidence-based instructional strategies to be used in all classrooms.
17. Coordinates and supports teachers new to the district through beginning of the year orientations, on-going meetings/professional development throughout the year and mentorship programs.
18. Support and guide building leaders and teachers in researching, evaluating, adopting, and implementing research-based instructional resources for all classrooms.
19. Identify ways to focus instructional decisions of the school council and school leadership teams around the support for teaching and learning and leadership skills.
20. Keep the Superintendent and other administrators informed on school's academic progress and make recommendations on curriculum and instructional needs.
21. Provide resources and activities that will make the school function as an effective learning community to support and promote a safe and orderly environment that enhances learning.
22. Assist staff in working and planning events for families and community groups to remove barriers to learning.
23. Seek and provide appropriate, relative professional development opportunities for teachers and administrators. Work with teachers to identify areas of growth that will enhance their teaching skills.
24. Provide input into the budgeting process as it affects the curriculum and instruction impacted by state and federal programs.
25. Coordinate the development, implementation, monitoring, communication and evaluation of the district and school comprehensive improvement plans.
26. Support and provide guidance to administrators and teachers with analyzing and making curriculum, instruction, and assessment decisions to enhance academic success.
27. Support and coordinate the implementation of grants at the assigned school(s).
28. This position requires time spent at each of the elementary schools throughout the day.
29. Participates in required training and professional growth activities relative to job assignments as directed by the superintendent.
30. Advocates, nurtures, and sustains a school culture, climate, and instructional program conducive to student learning and staff professional growth
31. Acts with integrity, fairness, and in an ethical manner.
32. Performs other such tasks and assumes such responsibilities that may be assigned.

TERMS OF EMPLOYMENT: 240 Days

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.