



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	DIRECTOR PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4035
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

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 Jefferson 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 & EVALUATION CRITERIA

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

Identifies indigent pupils throughout the District and provides for the needed services required (such as shoes, clothing, eyeglasses, hearing aids, textbooks, etc.)

Interprets student-related regulations established by the State Department of Labor

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

Maintains an accurate system of accounting for tuition pupils, including forms, transfers between systems and membership information, and maintains pupil census directed by statute

Supervises personnel in the department and coordinates and evaluates their activities, including pupil services teams

Coordinates the District's pupil personnel activities with court and community agencies

Performs pupil personnel services for the Anchorage Independent School District

Processes all required paperwork

Works with all cases concerning legal custody, guardianship, resident certificates, and racial classification

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with Kentucky certification in administration and/or supervision endorsed for director of pupil personnel

Three (3) years of successful supervisory and administrative experience in pupil personnel services or the equivalent
Knowledge of state statutes and regulations related to pupil personnel services
Effective communication skills
DESIRABLE QUALIFICATIONS
Demonstrated ability to work with diverse groups
Demonstrated ability to prepare easily understood reports