



REVISED:
11/24/2014

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4040
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of district and community professionals. No direct supervision of others is required

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides departmental leadership in the planning, development, implementation and evaluation of: District-wide workshops and departmental in-service; District-wide incentive programs; Statistical reports; Court case review/case management; Project Succeed

Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis

Assists local schools in collecting data in meeting their KERA Non-cognitive goals

Enforces the compulsory attendance laws of Kentucky

Visits the homes of students to confer with parents and participates in individual or group counseling sessions

Serves as liaison between the school and the parent, juvenile court, police authorities, community agencies, and the local and state boards of education

Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services

Supervises school census and enforces compulsory attendance laws for private and parochial schools

Maintains the district's records of attendance and student accounting, and assists in the identification and enforcement of student assignment

Performs other duties as assigned by supervisor

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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree in education

Director Pupil Personnel certification

Three (3) years classroom experience

Demonstrated aptitude for successful fulfillment of the responsibilities listed above

Effective communication skills

DESIRABLE QUALIFICATIONS
Certification and experience in educational administration or management
Knowledge of state statutes and regulations related to pupil personnel services