



REVISED:  
11/24/2014

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL COURT LIAISON
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4041
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Enforces mandated statutory and local regulatory provisions of the compulsory school attendance law and to be with JCPS representative to local school in coordinating the maintenance of pupil census. The social service delivery system to students is also an objective. Constant involvement with agency personnel, court workers and the community is required. Requires no direct supervision of others

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Enforces compulsory attendance and laws in each attendance district
- Serves as liaison between the school and the parent, the courts, community agencies, and police authorities and works with local school staffs to enforce attendance laws and policies
- Visits the homes of students to confer with parents
- Helps identify individual pupils in need of action by health officials and/or social agencies
- Works with local school administrators in identifying and counseling potential school dropouts
- Participates in individual or group counseling sessions, case conferences, initiates petitions and prepares cases for formal hearing in juvenile court
- Serves a full-time school district representative involved in district court cases concerning truancy, requests for pupil records, custody cases, lawsuits involving children, etc
- Maintains the district's records of attendance and student accounting, determination of tuition-paying status, identification and enforcement of boundaries, and the like
- Supervises school census and enforces compulsory attendance laws for private and parochial schools
- Makes referrals for work permits and investigates working hours and conditions for students, as prescribed by law
- 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 lights weights.

**MINIMUM QUALIFICATIONS**

- Master's Degree in education plus 15 hours in an approved program (specific endorsement for Director Pupil Personnel)
- Three (3) years classroom experience
- Knowledge and experience in working with community law enforcement officers, court personnel, and social agencies
- Effective communication skills

DESIRABLE QUALIFICATIONS

Certification and experience in guidance and counseling or social work