

POSITION TITLE: Manager of Pupil Personnel Services

QUALIFICATIONS: Postgraduate Professional Certificate with endorsement in an area of administration and supervision or Vocational Education. A minimum of three years of recent successful experience as a Senior Coordinator, Coordinator, administrator or supervisor managing similar programs for a large urban public school system. Excellent oral, written communication, organizational and public relations skills required. Must have comprehensive knowledge of student placement, truancy, student discipline and community educational agencies and resources. Demonstrated successful leadership, management experience and personal characteristics necessary for working effectively with students, teachers, parents, administrators and the general public. The ability to effectively plan, organize and coordinate division-wide programs is a necessity. Must have the ability to establish and maintain effective working relationships with staff and citizens. The ability to work in a cooperative and collaborative manner with diverse groups, school staffs, representatives of affiliated organizations, community and business organizations is critical.

PERFORMANCE EXPECTATIONS: Administers a program of diagnostic and intervention services to prevent, detect, and improve children's learning and adjustment problems. Supervises and coordinates the professional activities of the Coordinator of Truancy, Safe and Nurturing Schools Specialist, Home Base Instruction and services provided through McKinney-Vento Homeless Project. Collaborates with the Truancy Diversion Center and the Court System to ensure a sequential program of placement services for students, pre-kindergarten through secondary. Establishes effective liaisons with the court and community agencies providing educational and mental health services for children. Prepares and monitors the departmental budget and supervises requisitions and payroll. Supervises Student Records while maintaining an adequate filing system. Explains and interprets school board policies to students, staff and the public. Administers procedures for the handling of non-resident and immigrant students. Administers the Pupil Assignment Plan, including requests to attend a school out of zone and coordinates with Special Education and Student Services Department for the appropriate placement of special education students. Plans and coordinates student placement needs for classroom space with Plant Services and transportation needs with the Pupil Transportation Department. Assists with placement of students in gifted and other alternative programs that meet the needs of students at different levels of achievement. Provides applications for Governor's School, Appomattox Regional Governor's School and Community High School. Develops programs and strategies to accommodate the appropriate placement of overage students and students from correctional facilities. Collaborates with the Richmond Alternative School to aid in the appropriate placement of students as well as the timely and successful return of students on long-term suspension. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Manages the Department of Pupil Personnel. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Student Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 130

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt