

**Ashland Independent Schools**  
**Certified Job Description**

**POSITION:** Director of Pupil Personnel

**QUALIFICATIONS:** *Shall* hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.

*Shall* demonstrate the ability to work effectively with students, peers, and adults.

*Shall* demonstrate the ability to communicate effectively with students, parents, and faculty.

**REPORTS TO:** Superintendent

**SUPERVISES:** Certified and support staff personnel

**PHYSICAL QUALIFICATIONS:**

*Shall* have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

**JOB GOAL:** *Provide* educational leadership and expertise for a good attendance program; implement and comply with the regulations pertaining to the Pupil Personnel Services as set forth by the Kentucky Revised Statutes and State Board of Education.

**POSITION RESPONSIBILITIES:**

*Secures* and provides data for maintaining an accurate, continuous census of all children within the Ashland Independent School District. (KRS 158.030; KRS 159.240; and KRS 159.250).

*Responsible* for the preparation of records relating to attendance and pupil personnel accounting as required by law, regulations of the State Board of Education, the Superintendent, and the Ashland Board of Education, such as:

- a. Pupil Attendance Statutes and Dates
- b. Calculation of Daily Attendance and Tardies
- c. Enrollment of Foreign Exchange Students
- d. Enrollment in Gatton Academy or Craft Academy
- e. No Pass/No Drive
- f. Home Schooling
- g. Homeless Students
- h. Growth Factor Report
- i. Superintendent's Annual Attendance Report (SAAR)
- j. State Attendance Codes
- k. Student Entry and Exit Logs
- l. Dropout Data and annual reporting to Board of Education
- m. Dropout Questionnaire
- n. Contracts for Nonresident Students
- o. Release of Transfer of Educational Records
- p. School Calendar
- q. Master Bell Schedule
- r. Emergency/Disaster Day Waivers
- s. Enforcement of compulsory attendance and census laws
- t. Investigate habitual truancy and work with schools and courts to address the issue
- u. Maintain records and reports as required by law

*Updates* format of forms used in reporting pupil accounting and census to the State Department for full implementation of the computer process.

*Provides* supervision, instruction, and in-service for pupil personnel staff, principals, and teachers in implementing the procedures of collection and reporting data for original record-keeping.

*Provides* forms for, and monitors/reviews eligibility and process of Home/Hospital Instruction (KRS 159.030 (2) (704 KAR 7:120)

*Provides* supervision and instruction for Home/Hospital instructors.

*Monitors* and checks data fed into the computer for accuracy.

*Serves* as a liaison between administration, school personnel, software programmer, and computer operators in complying with statutory and State Board of regulations relating to pupil accounting.

*Develops* and monitors the school calendar with consideration of the required instructional time

of one hundred seventy seven (177) six (6) hour days or its equivalent (1,062 hours), listing those students and schools who have variations for accounting purposes.

**Provides** forms or a standardized method to collect enrollment data of all children residing within the school attendance district (public school, private, non-public and attending another district public school). (KRS 159.140; KRS 159.040; and KRS 159.070).

**Is cognizant** and knowledgeable of regulation changes and administrative policies that affect the student population.

- a. Enforces school assignments for students as directed by the board of education.
- b. Sees that state class cap sizes are enforced.
- c. Interprets school district boundaries as established by the Ashland Independent Board of Education.

**Approves** or recommends for approval, enrollment of students who will attend a school out of their appointed school boundary or a non-district student on a contractual or tuition basis.

**Provides** forms and helps implement the dropout regulations for students between the ages of sixteen (16) and eighteen (18) years. Coordinates effort of principals, teachers, guidance counselors and other groups to reduce the dropout rate.

**Cooperates** and works with the members of the district court system and community agencies utilizing all resources in seeking solutions to the problems of our students.

**Provides** information for court designated worker and court hearings:

- a. Coordinates the initiation and filing of Truancy Allegations/Assessments.
- b. Directs the preparation of cases for formal hearings.
- c. Attends or designee attends court as required when signing juvenile petition or warrant.
- d. Follows through on action taken by the judge in regard to the student.
- e. Serves as official custodian of all student records and all case histories.

**Provide** information for the Family Accountability Intervention and Response Team (FAIR)

- a. Attends the FAIR Team meetings.
- b. Contacts the teachers and administrators of students involved with the FAIR Team to determine the most up to date information on attendance, academics and behavior.
- c. Share current information with the FAIR Team.
- d. Work with the FAIR Team to determine the most appropriate interventions to support students who have been referred to the FAIR team.

**Enforces** the compulsory attendance and census laws within the attendance area.

**Strives** to increase the percentage of attendance each school year.

**Uses** the computer attendance system as a management tool for identifying absences.

**Helps** maintain and promote regular attendance through:

- a. Home visits;
- b. Telephone calls;
- c. Office and school conferences;
- d. Correspondence;
- e. Agency Contacts;
- f. Juvenile and district court proceedings

**Interprets** pupil personnel policies to school personnel, parents, students and community.

**Makes** studies of pupil enrollment and prepares reports of actual and estimated enrollments for each school and for the school district.

**Directs** the preparation of a monthly attendance report for the superintendent and the State Dept.

**Prepares** an average daily attendance report for use in determining the district's financial allotments under provisions of the Support Educational Excellence in Kentucky (SEEK).

**Conduct** Attendance Software Training Sessions in schools when needed.

**Direct** the posting of cumulative absences on Permanent Record Cards.

**Direct** the updating of the Graduate Book (students graduating each year).

**Direct** the distribution of Monthly Calendar to schools at least once a month.

**Directs** the printing and monitors the accuracy of PA-2's, PA-3's, and Monthly Principal's Report.

**Prepare** the monthly attendance bulletin that is disseminated district-wide. Works with local businesses in student recognition of good attendance.

**Performs** other duties as assigned by the Superintendent.

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule.

**EVALUATION:**

Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of the Director of Pupil Personnel will be conducted by the superintendent.

Updated: 2/22/2016