



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Director: Family + Community Support / DPP

SCHOOL / DEPT: Administrative / Student Services

EVALUATOR: Assistant Superintendent

SALARY SCHEDULE: Certified + Administrative Index

APPROVED BY: Boyle County Board of Education **DATE:** August 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts, and athletics.

ABOUT THE POSITION

The Director of Family and Community Support / DPP will provide effective leadership in all areas of Boyle County Schools related to student services and the identification and implementation of student basic needs while serving as the official Director of Pupil Personnel (DPP) designee for the district. Provide administrative direction and technical assistance to staff and other stakeholders.

JOB QUALIFICATIONS

This position requires:

- Master's Degree in Education.
- Four (4) years of successful teaching experience and / or experience in the area(s) of school leadership, instruction, curriculum and assessment.
- Valid Kentucky Teaching Certificate.
- Certification as a principal.
- Kentucky certification as Director of Pupil Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Administer the enrollment, registration, attendance system accounting and functions of the district. Communicate and enforce Kentucky laws and regulations related to enrollment and truancy.
- Oversee the district's student health services program that includes all aspects of physical, mental and emotional health needs.
- Oversee and lead the district's efforts to monitor and provide for the basic needs of students and, whenever possible, remove barriers to learning and growth. This includes providing leadership and direction to the district Family Resource and Youth Service Centers.
- Oversee the district's efforts to effectively communicate and engage with parents, guardians, students and the community on routine and urgent matters through the use of various communication channels.

- Serve as district coordinator of homebound services.
- Serve as the district liaison for the alternative school.
- Provide leadership and oversee student basic needs survey.
- Oversee the district's current and future drug testing program(s).
- Oversee and implement the district's safety plan and the effective and appropriate use of school resource officers. Maintain an open line of communication with appropriate law enforcement officials.
- Oversee the administration of the district's safe schools training program.
- Perform DPP duties, including but not limited to attendance meetings, chronic absenteeism, at-risk meetings, home visits, report preparation and the homeless.
- Collaborate with other governmental and community partners on emergency medical planning.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Ability to use technology for a variety of purposes, including but not limited to supporting instruction, accessing and manipulating data, professional growth and productivity, communicating and collaborating with colleagues, parents and the community, and conducting research/solving problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Family and Youth Service Center Directors, Student Services Specialist, School Resource Officers, and any other staff assigned by the Superintendent.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.