

ASSISTANT to DIRECTOR OF PUPIL PERSONNEL

TITLE: Assistant to Director of Pupil Personnel

REPORTS TO: Director of Pupil Personnel

SUPERVISES: N/A

JOB FUNCTION: To provide direct services commensurate with the objectives of the Attendance Policies and Procedures of the Fayette County Public Schools.

DUTIES AND RESPONSIBILITIES:

- Provide attendance service upon receiving a referral.
 - Register the case
 - Gather data
 - Make home and collateral visits
 - Make telephone contacts
 - Correspond with individuals and/or agencies related in any way to the individual student
 - Provide written and oral report to the designated school officials as to findings
 - Set up conferences with teachers and counselors
- Offer direct service to students and their families
 - Refer for other services within the school system
 - Refer to community agencies
 - Act as liaison between the home and the school
 - Set up conferences in an effort to clarify existing problem
- Monitor attendance records on students who are referred.
- Maintain an accurate file on all pupils referred for attendance service.
- The file will contain all essential information.
- Meet as frequently as necessary with designated administrator to reconcile disposition of student referrals.

ASSISTANT to DIRECTOR OF PUPIL PERSONNEL

DUTIES AND RESPONSIBILITIES (CONT.):

- Liaison (court action); to represent the school in a legal hearing for the sole purpose of enforcing the compulsory school law.
- Perform other duties as assigned.
- Maintains regular attendance.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Master's Degree in education
- Three (3) years of successful experience in a certificated position in a public school system

LICENSES AND OTHER REQUIREMENTS:

- Director of Pupil Personnel Certification
- Kentucky Teacher certification

Original Date: 10/1995

Revised Date: 07/2012