

DIRECTOR FOR PUPIL PERSONNEL AND ATTENDANCE

TITLE: Director for Pupil Personnel and Pupil Attendance

REPORTS TO: Chief Administrative Office

SUPERVISES: Attendance Office Personnel

JOB FUNCTION: Provides leadership and supervision in the planning, implementation and evaluation of pupil personnel, and pupil attendance services. Administers the enrollment, registration, attendance system, accounting, and census functions of the district. Communicates and enforces Kentucky laws and regulations related to enrollment and truancy.

DUTIES AND RESPONSIBILITIES:

- Maintains knowledge of current laws, regulations, school board policies and procedures, as well as emerging trends and current research in pupil attendance to increase school attendance and Support Education Excellence in Kentucky (SEEK) funding.
- Works with principals, teachers, pupils, parents, community agencies, social workers, attendance workers, and the court to implement a research based system of school level interventions to improve pupil attendance, and to provide attendance incentive programs.
- Coordinates and supervises the work of central office pupil attendance personnel.
- Coordinates and supervises the work of secondary/elementary school attendance personnel.
- Provides information to schools and parents regarding school enrollment requirements
- Does whatever is necessary to enforce the laws regarding compulsory attendance and child labor.
- Communicates with parents, pupils, various state and local agencies, and the media on procedures, policies, and laws relating to pupil attendance.
- Interacts with pupils and parents or guardians on issues relating to enrollment, attendance, truancy, drop-out interventions
- Coordinates driver license monitoring with high school personnel to ensure implementation of the No Pass No Drive law
- Processes all requests from parents or guardians to enroll their pupil in an out-of-area school in the district, per Board of Education Policy.

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- Implements and monitors the school board tuition policy and provides an annual report to the superintendent.
- Implements and monitors school board policy and procedures for approval of Home and Hospital instruction. Chairs Home and Hospital Instruction committee, maintains documentation used to monitor pupil attendance.
- Prepares, administers, monitors, amends, and keeps an accounting of the budget designated for Pupil Personnel. Provides written, monthly reports to supervisor.
- Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the Pupil Personnel office.
- Establishes procedures for attendance accounting for (1) guardianship of pupils, (2) truancy referral, (3) I 20 foreign pupils, (4) immigrant and migrant pupils, (5) homeless pupils and any other pupil presenting for enrollment in the schools.
- Supervises attendance accounting in all schools, applying school board policies and procedures regarding guardianship of students, I-20 Foreign Exchange pupils, immigrant and migrant pupils, homeless pupils and any other pupils presenting for enrollment in the schools.
- Maintains an integrated census and attendance record for all pupils between the ages of 3-21 in Fayette County schools. Maintains all district level cumulative records for the present as well as the past.
- Provides a written monthly attendance report to school principals. Provides a written monthly attendance report in person at all regular school board meetings.
 - Serves as liaison between other local school districts when communicating the Fayette County Board of Education enrollment policies regarding pupil census and attendance of nonresident students.
- Maintains regular attendance.
- Performs other duties as assigned.

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

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EDUCATION AND EXPERIENCE:

- Master's Degree in Education
- Three (3) years teaching experience, two years administrative experience and extensive accounting, math and computer background related to pupil accounting (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certification for Director of Pupil Personnel
- Current Kentucky Teacher's Certification

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