

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Director of Pupil Personnel  
Job Class Code: 0080  
Pay Scale: per salary schedule

Reports to: Superintendent  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE 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 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.
- 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) 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, 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 Cumberland County schools. Maintains all district level cumulative records for the present as well as the past.
- Provides a written attendance report to school principals.
- Serves as liaison between other local school districts when communicating the Cumberland County Board of Education enrollment policies regarding pupil census and attendance of nonresident students.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education Minimum requirements: Bachelor's and/or Master's Degree

Certification/Licensure: Valid Kentucky Pupil Personnel certification

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*

