

DIRECTOR OF PUPIL PERSONNEL SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Division Superintendent, the position is responsible for assisting with the effective coordination of pupil personnel services throughout the school division. Pupil Personnel Services include guidance services and student records, psychological services, social work services, summer school, Section 504, and general student services.

ESSENTIAL TASKS

- Assist with the development of and/or revisions to policies, regulations and procedures in compliance with federal and state regulations as they relate to specific program areas and/or services for students.
- Directly or indirectly, manage all staff assigned to pupil personnel services programs; participate in the selection, training, and evaluation of personnel.
- Assist with the monitoring and oversight of all professional development activities provided by the Office of Pupil Personnel Services.
- Provide oversight with grievance procedures with the Office of Civil Rights.
- Participate on the division leadership team in planning, problem solving, and implementation of division-wide initiatives.
- Establish an effective process to address administrative issues and problems.
- Coordinate and operate division programs to ensure equity of services, quality programming, and safe school environments.
- Works closely and collaboratively with the Director of Special Education & Student Services and with community superintendents to optimize the well-being of students and reduce incidents of truancy.
- Organizes, manages, and supervises the work of the Interagency Truancy Review Board (TRB). Collects and analyzes TRB referral and outcome data in order to continually improve the process and recommended interventions for reducing truancy.
- Assume responsibility for the implementation and monitoring of the guidance program, health services, speech, occupational and physical therapy, and related services.
- Serves as Title IX district coordinator.
- Direct the identification, diagnosis, planning, placement, programming, evaluation, and transportation of pupils with exceptional needs, including placements outside the school district, and keep the Finance Department and Department of Transportation informed of outside placements.
- Other duties as assigned by the Division Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, methods, and techniques used in the administration and supervision of all facets of pupil personnel services, thorough knowledge of School Board policies, procedures, and regulations; thorough knowledge of federal, state, and local laws, codes, regulations, and ordinances related to the areas of responsibility for pupil personnel services; excellent oral and written communication skills; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, and federal, state, and local agency representatives.

EDUCATION AND EXPERIENCE

Master's degree in Education or related field with pupil personnel and/or an administrative/supervision emphasis, Postgraduate Professional License and Administration and Supervision PreK-12 endorsement required (or be eligible for); a minimum of three (3) years of successful experience as an administrator in the field of pupil personnel services. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.