



# ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 - 502-245-8927

## Certified Vacancy Notice

Date Posted: May 27, 2022

Position: Director of Pupil Personnel

Reports to: Superintendent

Work Year/Day: 17 days/year

Salary/Grade: Certified Salary Schedule

Deadline for Submitting Application: June 20, 2022 or until filled

### Requirements/Minimum Qualifications:

- Master's degree or higher with Kentucky Certification as a Director of Pupil Personnel or eligible for DPP certification-
- DPP Experience
- Minimum of three (3) years successful teaching preferred
- Criminal Background Check/Cabinet for Families & Children Child Abuse/Neglect Screen (upon offer of employment)
- Minimum of (3) References

### Scope of Responsibilities:

The Director of Pupil Personnel is a part-time position, which is responsible for compiling and reporting to the Kentucky Department of Education all data related to student membership and attendance in the Anchorage District.

### Performance Responsibilities:

1. Coordinates and evaluates all aspects of pupil personnel services.
2. Prepares all related local, state, and federal pupil personnel reports as required.
3. Plans, directs, implements and evaluates pupil accounting services.
4. Assists the principal and teachers in matters of attendance and enforcement of the compulsory attendance laws.
5. Administers the attendance procedures and maintains district enrollments, census and withdrawal records.
6. Maintains accurate records of high school students and where they attend school.
7. Maintains a current record of all non-residential pupils for tuition purposes.
8. Performs other duties as assigned by the Superintendent.

**The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.**



**Kelley J. Ransdell, Superintendent**

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