

Class Code:

**CAMPBELL COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTION**

TITLE: STUDENT AFFAIRS AND SAFETY COORDINATOR

QUALIFICATIONS:

1. Holds a valid Kentucky professional certificate for Director of Pupil Personnel; Instructional Leadership Certification with experience in pupil personnel issues, graduation from a Police Academy or similar institution, or, experience will substitute for degree.
2. Strong oral and written communication skills.
3. Valid driver's license.

REPORTS TO: Executive Director of Pupil Personnel/Operations

JOB GOAL: Provide support to district and school personnel in the area of student attendance, safety, due process, investigation and various compliance issues. Assist in enforcing attendance laws and requirements; process and maintain attendance referrals. Serve as district school safety and crisis planning coordinator.

PERFORMANCE RESPONSIBILITIES :

1. Assist in enforcing attendance and truancy laws.
2. Work with juvenile court in matters involving school children.
3. Process attendance referrals and send final notices as required.
4. Visit homes of students to determine cause of non-attendance.
5. Oversee dropout prevention, student residency, and due process issues, as well as related tasks.
6. Supervises Homebound program
7. Work closely with each building principal concerning tuition students.
8. Assist with placement of students in alternative settings.
9. Maintain district recordkeeping/archive records
10. Perform related duties as assigned.

TERMS OF EMPLOYMENT:

180 Days

Effective: August 2005