

# **Wachusett Regional School District**

## **CENTRAL OFFICE**

### **JOB DESCRIPTION**

#### **TITLE:**

Supervisor of Pupil Personnel Services

#### **QUALIFICATIONS:**

The Supervisor shall possess a Master's Degree from an accredited college or university; shall possess an educational background that includes documented study and/or experience in pupil personnel related services such as special education, psychology, guidance and other areas related to pupil personnel services, and, shall possess at least five years of successful administration-related experience. The Supervisor shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

The Director of Student/Information Services

#### **PERFORMANCE EVALUATION:**

The Supervisor shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the District.

#### **REPRESENTATION STATUS:**

Wachusett Administrators Association

#### **JOB RESPONSIBILITIES:**

The Supervisor of Pupil Personnel Services provides support to school principals and staff in the areas of guidance, student services, and District-wide testing. In carrying out these responsibilities, the Supervisor of Pupil Personnel Services shall:

1. Administer all pupil service programs including guidance, health, and student reporting areas for the District while providing educational leadership and program management;

2. Develop and implement, consistent with policy and regulations, procedures and programs to improve services to students;
3. Advise the Director regarding the possible alternatives in student placements;
4. Advise the Director on matters of pupil personnel services and student activities;
5. Implement District wide student council activities;
6. Prepare various reports required to give student information to keep people informed of student accomplishments;
7. Assist the District in the identification of qualified applicants for pupil personnel related positions;
8. Certify non-school hourly and contracted payroll time sheets and other claims for reimbursement;
9. Design in-service and staff development programs;
10. Recommend the budget for Pupil Personnel Services to the Director;
11. Cooperate with public and private agencies, organizations, and professional personnel in securing and providing services for children;
12. Coordinate and have oversight over all requests for Home Schooling;
13. Serve as the District's Homeless Education Liaison;
14. Conducts other administrative staff duties and responsibilities as directed by the Superintendent or Director, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent or Director and any other administrative staff function as required; and
15. Be responsible for the organization and coordination of District-wide testing.

**SUPERVISES:**

Health Services Liaison

Updated: 07/31/02

Revised: 08/12/03

Revised: 05/12/04

Revised: 07/01/05

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 07/01/05