

Mount Union Area School District

JOB DESCRIPTION

TITLE: Director of Student Services and Athletics
(Non-Supervisory Act 93 Agreement)
(248 days per year)

RESPONSIBLE TO: Superintendent, Building Principal(s)

PURPOSE: The Director of Student Services and Athletics role is to support the School Board policies, philosophies, curriculum, students, and Building Principals in matters of attendance, sports administration, safe schools coordination, and student support.

FUNCTIONS:

1. Follows all applicable district policies, state, and national laws.
2. Supervises the accurate and timely recording of student attendance as required by law.
3. Keeps an accurate record of student tardies.
4. Reports the names of those students who have exceeded five (5) days of absence to the appropriate principal.
5. Determines the legality and appropriateness of parental excuses.
6. Assists in the preparation of the PIMS attendance reports.
7. Recommends discipline for persistently truant and tardy students.
8. Facilitate Truancy Elimination Plans.
9. Makes phone contact with the parents or guardians of students absent for a period of three (3) consecutive days.
10. Files all magisterial complaints involving a truant student.
11. Represents the district at all hearings involving truancy.
12. Visits homes and verifying absences, attendance, or residency as deemed necessary.
13. Provides information and proper documentation to the Superintendent for students requesting homebound instruction.
14. Processes all work permits.
15. Coordinate services for students meeting eligibility for homeless status.
16. Coordinate services for foster students.
17. Serves as the District Athletic Director. (See attached for duties and responsibilities.)

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18. Assist with the climate and control of the JHS/SHS lunchroom.
19. Perform the duties of Safe Schools Coordinator, in collaboration with the Superintendent, as outlined in applicable Pennsylvania Law.
20. Carries out any related duties as assigned by the Principal(s) or Superintendent.

Public Relations

- A. Attends administrative meetings as directed.
- B. Five years experience in the education system.
- C. Attends board meetings as directed.
- D. Participates in programs and meetings of relevant nature to this job description that are outside the District.
- E. Prepares administrative reports and surveys.
- F. Contributes to District communications.
- G. Conducts and organizes parent meetings.

QUALIFICATIONS:

1. Teacher or Administrative certification required.
2. Able to demonstrate judgment, planning, communication, and human relations skills.
3. Provide evidence of professional growth and development by keeping current of issues in the field.
4. Proficient in the use of computer technology.

