

DEPT: ELC

COURSE NUMBER: ADM 667

CREDIT: 3

I COURSE DESCRIPTION

The role and responsibility of the Director of Pupil Personnel. Major areas of emphasis will include: attendance, truancy, dropouts, student health and wellness and relations to other student services in the school district and community.

II COURSE OBJECTIVES AND ALIGNMENT TO ISLLC STANDARDS

On the completion of this course, the student should be able to:

- A. Apply basic skills in working with parents, teachers, and students. (Standards 1, 3, 4, 5, 6)
- B. Demonstrate a functional knowledge of legal measures in education, including those relating to attendance and to juveniles in general. (Standards 2, 3, 4, 6)
- C. Work effectively with the juvenile system, the courts, and other governmental agencies. (Standards 4, 5, 6)
- D. Demonstrate knowledge of pupil accounting and the ability to organize and maintain a systematic records management and machine data processing system. (Standard 3)
- E. Coordinate the pupil personnel services for the district. (Standards 1, 2, 4, 5, 6)
- F. Identify and utilize all agencies including civic groups that can provide services for students. (Standards 3, 4, 5, 6)
- G. Develop and implement strategies that will improve attendance and reduce dropouts. (Standards 1, 3, 4, 5, 6)
- H. Exercise effective human relations techniques and communication skills in working with administrators, teachers, parents, and students. (Standards 5, 6, 3, 4)
- I. Identify ways to help teachers and school officials better meet the needs of pupils, especially in the area of developing better self-concept. (Standards 1, 2, 3)
- J. Demonstrate knowledge of school food services and transportation services and how they relate to school attendance. (Standards 2, 3)
- K. Demonstrate knowledge of Kentucky law regarding school attendance. (Standards 5, 6)
- L. Demonstrate knowledge of a pupil personnel system and the subsystem of a school district. (Standard 3)
- M. Demonstrate skills in the use of technology in the management of student records. (Standard 3)
- N. Demonstrate knowledge relating to tuition students, non-resident students, and attendance procedures and attendance contracts with other districts. (Standard 6)
- O. Demonstrate knowledge of current instruction programs within the district and across the state. (Standards 1, 2)
- P. Demonstrate knowledge of state and local health regulations and apply them in the school. (Standards 4, 5, 6)
- Q. Demonstrate a working knowledge of current practices in alternative programs for student with special problems. (Standards 3, 4, 6)
- R. Organize and/or supervise hospital and homebound programs for students. (Standard 4)
- S. Demonstrate knowledge in the identification of child abuse cases and cooperate with the appropriate agencies to remedy the problem. (Standards 4, 5, 6)
- T. Demonstrate a functional knowledge of discipline codes and safe school procedures. (Standards 3, 6)

III TEXTBOOK

2006-07 Pupil Attendance Manual- May be obtained from web site: www.education.ky.gov ---Search for Pupil Attendance Manual, 86 pages.

Word, Excel, Power Point-are necessary to complete class assignments.

IV. REQUIRED READING

Professional journal articles and handouts

V. COURSE EVALUATION

Final grade computation will be as follows:

A= (300 points-281 points)

B= (280 points-261 points)

C= (260 points-240 points)

Below 240 = Does not meet graduate program requirements.

VI. ACADEMIC HONESTY POLICY

Cheating, plagiarism (submitting another person's material as one's own, or doing work for another person which will receive academic credit) are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.