



Austintown Local Schools

Job Title:	Director of Pupil Services	Job Category:	Administration
Licensure:	Superintendent License	Location:	Central Office
Reports to:	Superintendent	Working Days:	220-day calendar
Qualifications			
<ul style="list-style-type: none">• Appropriate and valid Ohio Superintendent License• Successful experience as a school administrator• Proficiency in computer skills and knowledge of applications necessary to assess timely and relevant information and be able to disseminate the same.			
Other Requirements:			
<ul style="list-style-type: none">• Strong communication and interpersonal skills.• Able to present information to individuals, small groups, and large groups in a clear and compelling manner.• Able to work successfully with students, parents, teachers, administrators, and the community.• Suited for situations that require the ability to plan, yet remain flexible enough to adapt to new situations or react to emergencies.• Suited for situations that require the ability to interact well with other people, but also the ability to work independently.			
Essential Duties and Responsibilities			
<p>General Description: Provide leadership and coordination of appropriate services for the student population of the District and administer the necessary instructional, support, and auxiliary services.</p> <p><i>Note:</i> Duties may require travel between buildings.</p> <p>Essential Duties:</p> <ul style="list-style-type: none">• District Scheduling• District Testing Coordinator• ESL, Homeless, and Gifted• Final Forms• State/Federal Grants• Title IX and Title Programs• Oversee HR and Online Programs• Performs other specific job-related duties as directed by the Superintendent <p>Performance Responsibilities:</p> <ul style="list-style-type: none">• Administer Pupil Services programs in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.• Coordinated the programs of school health services, English as a second language, and other related services.• Participate in the recruitment, selection, retention and development of support and instructional personnel.• Assign, supervise, evaluate and make employment recommendations for all instructional and support pupil services staff.• Plan and conduct appropriate professional development for pupil services staff.• Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.• Coordinate budget preparation and implementation.			



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- Requisitions and acquire material, supplies, and equipment as needed.
- Administer the District's attendance policy, open enrollment policy, and residency policy.
- Coordinate and monitor the district's anti-bullying policy and program, including the safety hotline.
- Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
- Prepare and administer grant proposals and programs, including Title VI-B, school-age and pre-school federal projects, and assist with CCIP grant application and reporting.
- Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support District initiatives.
- Respond to specific requests from the Superintendent on matters affecting the program and operation of the District.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, non-verbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students/parents and staff.
- Completes paperwork accurately. Verifies and correctly enters data.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Austintown Local School District Board of Education and the Master Agreement.

No portion of this job description shall supersede Austintown Local School District Board of Education policies and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either part.

The Austintown Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. It is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Last Updated

April 2025



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