

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Student Discipline Coordinator (*Kellogg Funded*)

QUALIFICATIONS:

- Mississippi educator license in Educational Administration and Supervision
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Excellent communication skills both written and verbal
- Thorough knowledge of Federal, State, and District laws, policies, procedures, and best practices regarding student discipline
- Ability to relate to a wide variety of people and to observe, listen, motivate, and provide leadership which results in the best environment
- Ability to apply critical thinking skills in rendering solutions to various issues
- Ability to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

JOB GOAL: To assist the Director of Organizational Support substantially and effectively in the task of providing direction and leadership for the overall administration and coordination of student discipline activities to ensure a safe, disciplined learning environment throughout the school district

REPORTS TO: Director of Organizational Support

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Serve as the district liaison for "The Sunflower County Systems Change Project"
- Assist with the planning, development, implementation, and evaluation of a safe, disciplined environment
- Plan and direct a district-wide discipline management plan that aligns with district-approved handbooks and board policies
- Assist in developing and coordinating district and community resources to provide a safe, disciplined learning environment
- Assist in developing and coordinating district and community resources to provide discipline prevention and intervention services and resources to schools
- Assist with the coordination of student discipline hearing procedures
- Compile and analyze district, state, and federal discipline data, summaries, and trends to assist in developing responsive prevention and intervention strategies

- Advise parents, administrators and other staff regarding student discipline
- Identify resources, models and best practices for improving student discipline and school climate
- Assist and facilitate school staff in implementing applicable resources and models
- Provide staff development on student discipline procedures, policy, and legal requirements
- Serve as a member of the District Positive Behavior Interventions and Supports (PBIS) Team
- Assist schools with implementing PBIS appropriately
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Employee)

_____ Date: _____
 (Supervisor)