

Sunflower County Consolidated School District

Miskia Davis, Interim 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

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



- 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)