JOB DESCRIPTION

POSITION TITLE: Director, Student Support

DIVISION: Chief of Staff

DEPARTMENT: Student Support

REPORTS TO: Chief of Staff

FLSA: Exempt

JOB CODE: 641B

SALARY SCHEDULE: Annual Central Office Personnel

WORK DAYS: 238

PAY GRADE: CDR (5, 6 or 7)

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides leadership in the development, implementation and evaluation of the District’s student discipline policies and procedures.

REQUIREMENTS:

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years in leadership/supervisory role with experience in student disciplinary procedures and policy and planning
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational and leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Works collaboratively with other divisions and all schools.
3. Plans, conducts and provides follow-up to local school administrator meetings.
4. Assists School Principals in the areas of communication with staff, students, community or other administrators regarding student discipline.
5. Conducts in-service workshops for administrators who participate in student due process disciplinary hearings.
6. Assists the Assistant Superintendents in providing current professional information to School Principals concerning student discipline.
7. Serves as office of first review for local school discipline decisions.
8. Processes student discipline waivers for student due process disciplinary hearings.
9. Directs and conducts student disciplinary due process hearings as needed.
10. Prepares briefs for, or participates in appeals to the local and/or State Boards of Education.
11. Works closely with the CCSD attorney to ensure legal procedures are followed.
12. Reviews school student suspension letters for all long-term suspensions and any suspension involving mandated reportable offenses.
13. Prepares appropriate reports as needed.
14. Serves as the initial central office contact for issues related to custody and guardianship.
15. Provides supervision, support and leadership development for the Supervisors of School Health Services, School Social Workers, Student Discipline, and Prevention/Intervention.
16. Performs other duties as assigned by the appropriate administrator.

Signature of Employee __________________________ Date ____________________

Signature of Supervisor __________________________ Date ____________________