

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Student Discipline	<b>JOB CODE:</b> 415F
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Student Discipline	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Compliance, Legal & Legislative Officer	<b>PAY GRADE:</b> CDR (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the district's student discipline policies and procedures.	

**REQUIREMENTS:**

1.	Educational Level: Master's Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years in leadership/supervisory role with experience in student disciplinary procedures
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.	Serves as office of first review for local school discipline decisions.
4.	Assists school principals in the areas of communication with staff, students, community or other administrators regarding student discipline.
5.	Conducts training for administrators for local school discipline and student due process disciplinary hearings.
6.	Assists the Assistant Superintendents in providing current professional information to school principals concerning student discipline.
7.	Reviews the Student Code of Conduct annually and recommends necessary changes.
8.	Processes student discipline waivers for student due process disciplinary hearings.
9.	Directs and conducts student disciplinary due process hearings as needed.
10.	Serves as the Deputy Title IX Coordinator for Student Issues.
11.	Prepares briefs for or participates in appeals to the local and/or state boards of education.
12.	Works closely with the CCSD attorney to ensure legal procedures are followed.
13.	Review school student suspension letters for all long-term suspensions and any suspension involving mandated reportable offenses.
14.	Prepares appropriate reports and data analysis as needed.
15.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_