

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Deputy Chief Administrative Officer

GENERAL RESPONSIBILITIES

1. Administers and supervises the implementation of the District Code of Conduct according to Florida School Laws, State Board Rules, School Board Rules, School Board policies and administrative procedures.
2. Coordinates the design, development, implementation and evaluation of discipline programs and services throughout the District and coordinates these activities within the District as well as with efforts outside the District including the local community and state level.
3. Coordinates Safe and Drug Free Schools and Community/Volunteer Programs.
4. Administers special projects as assigned by the Deputy Chief Administrative Officer

SPECIFIC RESPONSIBILITIES

1. Monitors implementation of the District Code of Student Conduct.
2. Develops procedures for implementation of innovative discipline programs when reliable data imply a need.
3. Supervises staff relating to attendance and all functions related to District attendance.
4. Develops and recommends policies and administrative procedures to assure effective implementation of consistent discipline and maintenance of a safe, orderly environment.
5. Conducts meeting for secondary Assistant Principals and Deans of Students regarding Code of Conduct issues and attendance.
6. Coordinates with the Principal and Human Resources staff personnel issues resulting from student discipline, as needed.
7. Approves Elementary Out of School suspensions as recommended by Principals.
8. Supervises implementation of procedures and processes for expulsions of secondary students including recommending expulsions to the Superintendent of Schools.
9. Serves on the District Positive Behavior Support and Response to Intervention committees.
10. Participates as required in appropriate local, state and national professional meetings and

professional growth activities.

11. Provides federal and state agencies with required informational reports.
12. Communicates with various community agencies and organizations as it relates to student conduct issues and special projects as assigned by the Executive Director of Student Services.
13. Serves on the District Out of Zone Appeals Committee.
14. Serves as liaison with law enforcement.
15. Serves on the District Response to Intervention Committee.
16. Serves as District and State Safe Schools point of contact.
17. Coordinates and implements special projects as assigned.
18. Performs other duties as assigned.