

TITLE: Discipline Coordinator

DATE:

DEPARTMENT: Hannahville Indian School

SUPERVISION RECEIVED: Principal, Superintendent

SUPERVISION EXERCISED: All K-12 students. Also, assists principal with supervision of all staff as needed.

QUALIFICATIONS: Master's Degree in Education and a minimum of 5 years of successful teaching experience. Generally, to assist the principal in supervision and administration of the school, particularly in areas of student conduct. Experienced & knowledgeable in disciplinary interventions & procedures for students with disabilities as well as non-disabled students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as principal in the absence of the principal.

Assist in the establishment of any codes of conduct necessary and other behavioral programs deemed necessary.

Assist teachers in the disciplining of students, establishing a suitable system of referrals to the office, handling disciplinary matters in a manner in keeping with the policies of the school.

Assist with supervision of, either directly or through assignment, the conduct of students at school during the school day.

Assist in maintaining necessary records of disciplinary actions.

Assist in arranging, either directly or through assignment, contacts with juvenile court and other agencies involved in carrying out attendance responsibilities and other matters of student discipline and/or requiring use of legal authorities.

Assist in making necessary contacts with parents in carrying out attendance responsibilities.

Assist the principal in the preparation of all disciplinary records and reports required by the Board of Education, Department of Education, Superintendent of schools, and BIE.

Assist the principal in evaluation, supervision and disciplinary action of all staff members in areas relating to classroom/student behavioral management

Supervise, either directly or through assignment, student in-school separation, in school detention and after school detention.

Assist the principal with making necessary revisions to student and teacher handbooks.

Work with staff/agency personnel to provide continuity of student services.

Use of POV may be required for school business.

PERIPHERAL DUTIES: Additional responsibility as assigned by the principal and or administrator/superintendent.

TOOLS AND EQUIPMENT USED: Personal computer, telephone, copier and FAX machines.

PHYSICAL DEMANDS: Must be physically and mentally capable to perform the essential functions of this position including appropriate training in de-escalating agitated/acting-out students by employing non-violent crisis intervention models for emotional crisis reduction and/or physical restraint/escort.

WORK ENVIRONMENT: Work is usually performed in a typical office setting located in the school as well as all other areas of the school environment. May involve some travel including overnight. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
Employee

Date _____

Signature _____
Principal

Date _____

Signature _____
Administrator

Date _____