



Columbia County School District Job Description

Position Title: Director of School Discipline and Climate		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent for Student Support in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Schedule, Grade I	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent for Student Support		
MINIMUM QUALIFICATIONS		
Hold or be eligible for a Georgia L6 Certificate or higher in Educational Leadership. Minimum of five years’ experience in school administration, as a hearing officer, or any other student discipline related field. Five years of successful teaching and school administration experience preferred.		
GOAL		
To contribute to the successful achievement of the Columbia County School District mission and major district priorities by providing leadership and coordination for disciplinary hearings and the planning, implementation, and assessment of initiatives related to improvements in promoting a safe, disciplined learning environment with emphasis on positive school climate.		
REPRESENTATIVE DUTIES & RESPONSIBILITIES		
<ul style="list-style-type: none"> • Conducts student disciplinary hearings individually and with school board panels as required by Georgia law. • Receives and reviews suspension letters and appeals regarding the recommendation for long-term suspension or expulsion of students. • Serves as system-wide contact for discipline reports, in-school suspension, and end-of-year reports. • Assists in developing and coordinating district and community resources to provide a safe, disciplined learning environment. • Assists in developing and coordinating district and community resources to provide discipline prevention and intervention services and resources to schools. • Works with the superintendent, assistant superintendent, and school level administration to provide a student code of conduct. • Compiles and analyzes district, state, and federal disciplinary data, summaries, and trends to assist in developing responsive prevention and intervention strategies. • Advises parents, administrators, and other staff regarding student discipline and school safety. • Assists school staff in identifying applicable resources and implementing models and best practices for improving school climate to include Positive Behavioral Interventions and Supports (PBIS). • Serves as the district liaison with the Columbia County Sheriff’s Office and Columbia County Juvenile Services. • Directly supervises office support staff and conducts performance evaluation in accordance with defined policies and procedures. • Coordinates and conducts as assigned staff development on legal matters for various employee groups including central staff and site-based administrators. • Assists in the tracking and advocacy of duty related legislative issues. • Conducts school safety inspections. • Coordinates school safety plans and emergency drills. • Assists the Department of Transportation with meeting emergency safety preparedness training and other needs related to bus safety. 		

- Assists the Department of Transportation with the implementation of bus safety procedures at the school level.
- Assists the Department of Transportation in evaluating route times, bus counts, and survey issues as related to school safety.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

- Directing disciplinary hearings and/or tribunals;
- Preparing of professional learning programs related to student discipline and positive school climate;
- Oversight of system safety plans and emergency drills;
- Monitoring and reporting of data to include state reportable offenses, bus safety, average daily attendance, school climate surveys, Positive Behavioral Interventions and Supports (PBIS), and discipline;
- Oversight of zoning and waiver requests;
- Coordination of community outreach programs, such as SADD, bullying, mentoring, and drug abuse and addiction;
- Monitoring of advertisements, flyers, brochures, etc.;
- Oversight of climate surveys (Georgia Student Health Survey II, Georgia School Personnel Survey, Parent Survey, Principal Surveys)

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 17, 2017