



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 6/93; 7/93; 11/94; 2/96; 7/97; 12/97; 7/99; 8/99; 4/01; 8/03; 5/05;  
10/06; 5/07; 9/08; 01/11; 07/14; 5/15; 6/18; 9/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Supervisor, Student Discipline	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Student Support	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Student Support	<b>PAY GRADE:</b> CS1 (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 Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years of experience in a leadership/supervisory role with experience in policy, planning, and 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, organization 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.	Assists school principals in the areas of communication with staff, students, community or other administrators regarding student discipline.
4.	Assists the Area Assistant Superintendents in providing current professional information to school principals concerning student discipline.
5.	Assists with planning, preparing materials, and conducting of assistant administrator meetings.
6.	Directs and conducts student disciplinary due process hearings.
7.	Assists in conducting in-service workshops for administrators who participate in student due process disciplinary hearings.
8.	Processes student discipline waivers for student due process disciplinary hearings.
9.	Prepares briefs for/or participates in appeals to the local and/or State Boards of Education.
10.	Serves as an office of first review for local school discipline decisions.
11.	Assists with the preparation of the monthly and yearly discipline summary reports.
12.	Assists with the creation, revision, and distribution of all student discipline policies.
13.	Assists with the coordination of student agenda information for local schools.
14.	Performs other duties as assigned by appropriate administrator.

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

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