



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; 4/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Compliance	JOB CODE: 621A or 466I
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel or Professional/Supervisory Support
DEPARTMENT: Compliance, Legal, & Legislative Affairs	WORK DAYS: 231
REPORTS TO: Assistant Superintendent, Compliance, Legal, & Legislative Affairs	PAY GRADE: CS1 (5, 6 or 7) or Rank C (NKO3)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of the district's Behavioral Threat Assessment and Management policies and procedures.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree required (2 years similar work level experience = 1 year of college. A combination of experience and education may be used to meet the degree requirement); Master's degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate preferred
3.	Experience: 3 years of experience in education with experience in case management, planning, and student support 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 assistant administrator meetings.
6.	Directs and conducts the Behavioral Threat Assessment and Management process.
7.	Assists in conducting in-service workshops for administrators who lead the Behavioral Threat Assessment and Management process.
8.	Assists with the preparation of the monthly and yearly discipline summary reports.
9.	Assists with the creation, revision, and distribution of all student discipline policies.
10.	Assists with the coordination of student agenda information for local schools.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____