

**Dropout & Bullying Prevention  
Supervisor  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Student Support Services**

**TITLE: Dropout & Bullying Prevention Supervisor**

**QUALIFICATIONS:** 1. Bachelor's degree in Education or a related area from an accredited educational institution.  
2. Minimum of nine years' experience working with school staff and at-risk students.  
3. Professional educator license preferred.

**REPORTS TO:** Director of Student Support Services

**JOB GOAL:** To provide oversight and leadership for district dropout prevention program and to maintain and monitor district discipline data.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies, and procedures of the New Hanover County Schools, along with state and federal regulations pertaining to student support services.
2. Coordinate district dropout prevention efforts and direct other initiatives that promote graduation.
3. Collect district discipline and dropout data for state and local reporting, and continually monitor for accuracy.
4. Provide consultation to school personnel in analyzing and utilizing data to problem solve for student interventions.
5. Provide consultation to school personnel on identification and intervention strategies for students identified as at risk of dropping out of school.
6. Conduct system-wide meetings of Graduation Coaches to introduce policy and procedural changes and provide consultation.
7. Submit Discipline and Drop-Out reports to NCDPI.
8. Provide day-to-day support for school Discipline Data Managers and Graduation Coaches.

9. Represent New Hanover County Schools/ Student Support Services as a liaison for varied community initiatives, establish and maintain positive, cooperative relationships with community partners and co-facilitate quality services for students.
10. Collaborate with other departments and serve on interdepartmental committees.
11. Commit to on-going professional growth and competency in areas of responsibility.
12. Supervise the Bullying, Harassment and Discrimination program including investigations, student curriculum, and staff PD.
13. Collect and analyze bullying data to inform curriculum and professional development.
14. Perform other duties and responsibilities as requested by the director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, employees, teachers, and central office staff.
- Ability to establish and maintain effective working relationships.
- Considerable knowledge of federal, state, and local policies and guidelines regarding dropout prevention.
- Considerable knowledge of dropout intervention best practices.
- Considerable knowledge of federal, state, and local policies and guidelines regarding the reporting of school discipline incidents.
- Ability to comply with confidentiality requirements and ethical guidelines in local, state and federal policies and statutes.
- Functional knowledge of computers and computer-based management systems, including Microsoft Office Professional software, and online management systems.
- Ability to design, develop, and implement short-term and long-term projects.
- Ability to manage multiple tasks.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.