

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATOR OF STUDENT BEHAVIOR AND CONDUCT MANAGEMENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university; Master's Degree required.
- (2) Minimum of three (3) years' experience in education, with administrative/leadership experience preferred.
- (3) Interpersonal skills necessary to work with the community, outside agencies, staff, parents, and students.
- (4) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to work well with others individually or in group settings.
- (2) Ability to establish and maintain effective working relationships.
- (3) Ability to clearly communicate concepts and ideas and to present them in an acceptable and effective manner, both orally and in writing.
- (4) Knowledge of laws, trends, regulations, policies, and issues as they pertain to student attendance, behavior, and conduct.
- (5) Skill in the use of methods to handle sensitive situations.
- (6) Skill in leading projects, problem-solving, and presenting staff development programs.
- (7) Proficient in processes, requirements, and structures for providing interventions and appropriate programs and supports to ensure student success.

REPORTS TO:

Director of Student Services

JOB GOAL

Provide leadership and technical assistance to the district and individual schools in order to build capacity for school climates and cultures of positive student behavior and discipline; and coordinate and evaluate services necessary to support student success.

SUPERVISES:

Personnel as assigned by the Director of Student Services

PERFORMANCE RESPONSIBILITIES:

- 1) Provides guidance and technical assistance on student behavior, programs that address reducing disruption and increasing positive student behaviors, and discipline.
- 2) Collaborate with community agencies related to student behavior and conduct and delivery of services.
- 3) Notify parents/guardians on home school requirements, attendance issues, and/or truancy referrals as situationally appropriate.
- 4) Coordinate the annual update of the district's Code of Student Conduct and discipline matrix.
- 5) Coordinates and conducts technical assistance, professional development, and support for implementation and evaluation of behavioral programs and attendance.

Coordinator of Student Supports and Behavior (Continued)

- 6) Monitor and report both attendance/truancy data and discipline data.
- 7) Lead and collaborate with school-based behavior teams.
- 8) District liaison for community and school coordination and implementation of behavior and/or discipline practices, events, and appeals.
- 9) Oversee the database of students who have met thresholds of monitoring for attendance with accurate and current information.
- 10) Oversee and supervise accurate documentation for district and court personnel related to truancy.
- 11) Remain current on knowledge and accurate application of state legislation.
- 12) Perform other incidental tasks consistent with the goals and objectives of this position.
- 13) Lead and coordinate the Multi-Disciplinary Team process for review and student placement for discipline.
- 14) Serve as the district's liaison for the Department of Juvenile Justice and Juvenile Court.
- 15) Serve on district, state, and community councils or committees as assigned and/or appropriate.
- 16) Oversee, coordinate, and facilitate student expulsion hearings.
- 17) Serve as the Superintendent's designee for Discipline Appeals.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. The length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code: 6

Salary Lane: PAL4

Approved: June 21, 2022

Revised: May 21, 2024