

**Director of Student Safety for Discipline, Athletics
and Hearing Office
New Hanover County Schools**

Job Description

Class: Administrative
Division: Student Support Services

TITLE: Director of Student Safety for Discipline, Athletics
and Hearing Office

QUALIFICATIONS:

1. Master's Degree in Administration, NC Administrator's Certificate or equivalent combination of education and experience.
2. Certified Athletic Administrator, Certified Master Athletic Administrator, or Registered Athletic Administrator by the National Interscholastic Athletic Administrators Association preferred.
3. Three to five years' experience coaching sports and as an athletic director, or equivalent combination of training and experience.
4. Valid North Carolina's driver's license.
5. Five or more years of experience as a Public School Administrator or equivalent.
6. Other qualifications as the Superintendent and Board may find appropriate.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To effectively manage, direct and coordinate the responsibilities of the Athletics Programs, Driver's Education Programs, and Hearing Board for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to safety and student support service issues.
2. Act as a liaison to the Assistant Superintendent in planning, developing, coordinating and evaluating the operations of long-term suspension procedures, student safety, athletics, and driver's education matters.
3. Monitor the overall effectiveness of athletics and driver's education programs; determine the need to add or eliminate activities from programs; ensure that programs are effectively implemented at each school; ensure students meet eligibility requirements; and ensure that all athletic programs are safe for both the participants and the observers.
4. Oversee and ensure North Carolina High School Athletic Association (NCHSAA) and North Carolina Department of Public Instruction (NCDPI) athletic policies and procedures are implemented with fidelity; and ensure the athletic programs adhere to School Board and State policies.

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5. Collaborate with the school principal or their designee on implementing programs at each school; continuously review the programs and determine the need to add or delete activities.
6. Develop and assist athletic program staff to include providing support to principals with recruitment, assignments and duties of athletic directors, coaches, and other related staff, and identify and provide staff development opportunities to include any required training.
7. Maintain constant contact with principals, district coaches, and athletic directors to provide overall program guidance, assist with activities when requested, share information about successful programs, and monitor the effectiveness of the overall programs. Collaborate and advise secondary school athletic directors to effectively coordinate athletic programming, monitoring of athletic equipment, and student activities.
8. Assist with identifying and resolving problems in programs, program implementation and impact, and respond to media requests as appropriate.
9. Oversee, review and maintain records of the scheduling of all athletic activities and events and the use of various facilities in the school system; collaborate with the Facility Planning department to monitor athletic venues for upgrades and maintenance of facilities.
10. Collaborate with district's Title IX personnel in regard to monitoring and maintaining Title IX compliance in athletics.
11. Establish and maintain relationships with organizations such as the North Carolina High School Athletic Association, the Mideastern 3A/4A conference and other conferences, the North Carolina Department of Public Instruction, the North Carolina Coaches Association, and community-based sports advocates, to enhance the effectiveness and support of the athletic programs.
12. Communicate and engage with parents and community members regarding athletics, activities, driver's education program, and student discipline questions and address concerns.
13. Assist with annual school district budget; manage and monitor both the athletic programs and operations budgeting; purchase and record expenditures of equipment and supplies for programs as needed.
14. Collaborate with the Student Support Department in the implementation of state mandated Dropout Prevention/Driver's License legislation; maintain district-wide records for implementing legislation; monitor grades and dropout status of secondary students and inform parents of student's status; schedule and conduct review of student's appealing under the legislation; collaborate closely with our outside driver's education contractor to include scheduling of classes and instructors, maintaining records and supplies and monitoring payment to contractors.
15. Provide training and assistance to site-based administrators and employees in matters of student safety/discipline, athletics, and driver's education.
16. Strive to maintain and improve professional competence. Participate in the development and support of the school system's vision.
17. Supervise and conduct personnel administration duties for direct report subordinates, including recruiting and retaining, evaluating, assigning special duties, monitoring attendance, leave and travel reports.

18. Perform other duties and responsibilities as requested by the Assistant Superintendent of Student Support Services.

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/At Will/FLSA Exempt

Starting Salary and/or Grade: SA VI

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; ability to communicate well with school personnel, employees, central office staff and the community at-large.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities related to student support and safety services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Thorough knowledge of the established school system long-term suspension hearing process and discipline data requirements, including procedures for appeals.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.