Tenafly PUBLIC SCHOOLS

HIGH SCHOOL STUDENT SUPPORT LEADER

Qualifications:

- New Jersey Instructional Certification
- Strong background in leadership
- Child-adolescent development and ability to work cooperatively with all stakeholders of the school community

Primary Function:

Assist high school administration in promoting student success/well being in the areas of attendance, safety, and adherence to school policies and procedures.

Direct Report:

Specific Duties and Responsibilities:

- Monitor and address student referrals and unauthorized attendance issues (cuts)
- Assist with the supervising of:
    - Evening events
    - Assemblies
    - Student and faculty parking lots
    - Hallways
    - Student bathrooms
    - Graduation
- Assist with and facilitate the distribution and collection of school/district issued equipment
- Organize safety drills
- Support and assist administration in investigation of incidents such as theft, fighting, drug possession/use, and other code of conduct environments
- Assist with the HIB investigations as needed
- Assist in transition activities (8th-9th grade)
- Assist teachers in the development of positive classroom environments
- Assist with building supervision during unit lunch
- Conduct proxy card audits
- Assist with/facilitate the detention supervision including lunch detention
- Serve on Attendance Review Committee
- Enforce school rules, administrative regulations and Board policy
- Serve on the TAM Team
- Address first tier discipline referrals from staff
- Reinforce student parking rules and regulations
- Address first tier violations of code of conduct, including the assignment of detention, or other disciplinary consequences
- Provide training for new staff on the student Code of Conduct and administrative procedures
- Participate in I&RS and School Culture and Climate Team meetings as needed
- Facilitate home/school communication and collaboration on issues of student well-being
- Perform other relevant duties as may be assigned by the HS Principal or HS Vice Principal

Terms of Employment:

Teachers' Work Year as per the TEA Contract plus evening events. The Student Support Leader is an annually appointed extra-compensated position with two (2) periods of release time and a stipend in accordance with the T.E.A

Evaluation:
Will be evaluated by the High School Principal, with input from the High School Vice-Principal in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
April 29, 2019/Resolution #P-10

Revised:
March 21, 2022/Resolution P-6]
03/15/24 Resolution 11.2