



DIRECTOR, STUDENT LEADERSHIP

GENERAL RESPONSIBILITIES

Responsible for guidance services, student health services, student services, student activities programs, student leadership office, student conduct office, and discipline hearing officers. Advise the school board discipline committees on matters concerning student discipline. Serve as the Superintendent's designee in presenting student disciplinary hearings before the School Board

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate all aspects of student discipline, including monitoring and reporting statistics establishing procedures for student conduct, conducting disciplinary hearings, presenting student disciplinary cases before the School Board Discipline Committee, and developing and presenting staff development training on student discipline.
- Provide liaison between schools and the police department and the Juvenile Court.
- Assess the effectiveness and revise as necessary the various disciplinary programs, the Code of Student Conduct, and the Discipline Guidelines.
- Develop and supervise the Office of Student Leadership annual budget including guidance services, health services, student activities, athletic fund, and student leadership.
- Review, revise and approve production and distribution of materials distributed to students, parents, school board, and schools by the Office of Student Leadership.
- Approve all staff development activities prepared by the Office of Student Leadership for presentation to students, parents, school staff, administrators, and school board.
- Decide appeals of student registration problems concerning transfer of high school credit.
- Operate the Emergency Communications System outside of normal school hours including the notification of school principals of closings and delays.
- Develop and implement programs to meet the needs of students, parents, and schools, i.e., Truancy program, GED Program, Substance Abuse Intervention Program.
- Organize and schedule all high school graduations.
- Revise school board policies and regulations as necessary and interpret state laws concerning student discipline.
- Counsel parents concerning their right to appeal decisions concerning their children.
- Approve assignment of students to alternative education programs.
- Interpret Virginia School Laws that pertain to athletics.
- Serve as chairman of the Corporate Sponsorship Review Committee.
- Review student extracurricular activities to ensure compliance with school board policies.
- Approve student entry/exit from alternative education programs.
- Assist in investigations of allegations of sexual harassment against students.
- Receive reports of child abuse and provides investigative support as required.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of an elementary school; thorough knowledge of prescribed School Board policies and procedures; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.



EDUCATION AND EXPERIENCE

Required:

Master's Degree in K-12 Educational Administration.
Considerable experience as a classroom teacher, Assistant Principal, and Principal.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00,7/20
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