

JOB DESCRIPTION

TITLE: SCHOOL BASED PROGRAM DIRECTOR OF STUDENT ATTENDANCE AND DISCIPLINE

PRIMARY FUNCTION:

Works closely with students, their families and support persons, group homes, and service providers to monitor and improve attendance through enforcing the attendance policy. Also responsible for the implementation of the school's discipline policy.

DESIRED QUALIFICATIONS:

1. Hold a Collegiate Professional License or a Pupil Personnel License.
2. Hold a master's degree in administration and leadership or be actively working to obtain.
3. A minimum of three years successful teaching experience and/or similar experience with student attendance and discipline.
4. Knowledge of school law and legal provisions related to students.
5. Demonstrate ability to work cooperatively with students, parents, school personnel and community agencies.

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Monitor student attendance to ensure compliance with school's attendance policy.
2. Coordinate support through school counselors for students with chronic absenteeism and implement interventions for students with poor attendance.
3. Supervise and monitor student discipline with an eye on identifying root causes.
4. Communicate and document consequences of behavior infractions to students and parents.
5. Coordinate discipline meetings with parents, administration, and counselors in accordance with school policy

Page 2

Job Description

School Based Program Director of Student Attendance and Discipline

6. Identify and assist in eliminating obstacles to regular school attendance, including chronic absenteeism.
7. Implement interventions for students with chronic behavior violations and communicate with staff regarding interventions and outcomes.
8. Contact parents/guardians/support persons regarding student attendance and behavior.
9. Develop and administer practices to support campus safety, including, maintain visibility in common areas before and after school.
10. Inform parents of attendance and discipline concerns and leverage parent support in student learning.
11. Identify, implement, and monitor opportunities and programs to bolster parent/guardian participation in school life. Work in partnership with school administration at the parent meetings to gain information and stakeholder feedback and communicate key information to parents about the academic program.
12. Make home visits and/or home contacts as requested by the principal or central office personnel.
13. Participate on multidisciplinary teams with other agencies and other school administrative staff.
14. Perform any other specific and reasonable duties as may be requested by the superintendent and the school board.

TERMS OF EMPLOYMENT:

As per contract.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board June 5, 2023.