



JOB TITLE	DEPARTMENT	REPORTS TO
Administrator on Special Assignment Student Services	Student Services	Director of Alternative Education

Position No: 72009	Length of Work Year: 12 Months
Salary Schedule: AD01, AD02	Date Approved: 5/31/22
FSLA: Exempt	Date Revised: 5/8/24

JOB GOAL
To work collaboratively with school leaders and staff to implement a Multi-Tiered System of Behavioral Supports on each school campus.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree from an accredited educational institution. 2. Valid Florida Professional Educator Certificate. 3. Certified in Administration and Supervision, Educational Leadership, or School Principal. 4. Minimum of three (3) years successful experience as a Conduct Counselor, Dean, or similar position. 5. Experience in student support services and discipline response policy, planning, and implementation. 6. Ability to initiate actions and take responsibility for leading and enabling others to improve the circumstances being faced or anticipated. 7. Ability to develop and act in accordance with the shared vision, mission, and values of the District. 8. Knowledge and skill to design, plan, and organize activities to achieve assigned goals. 9. Ability to set goals that encourage self and others to reach high standards. 10. Ability to get others to work together effectively. 11. Ability to communicate effectively both orally and in writing. 12. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Collaborate with school leaders, deans/conduct counselors, and staff to support schools' efforts to significantly reduce the number of incidents that lead to missed instruction and/or out-of-school suspension. 2. Collaborate to develop professional development for school leaders to enhance their ability to implement a Multi-Tiered System of Behavioral Supports (MTSS) on their school campuses. 3. Develop and deliver role-specific professional development and coaching for deans/conduct counselors. 4. Provide on-site technical assistance and support for deans/conduct counselors. 5. Collaborate with the Office of Teaching and Learning to develop a comprehensive training plan for teachers and staff focused on tiered behavioral supports and interventions. 6. Collaborate with district leaders to analyze academic, discipline and attendance data, document trends and make recommendations for targeted interventions. 7. Help to align single school culture efforts to individual school's behavior data. 8. Monitor district-wide discipline data to ensure equitable outcomes for all students.

9. Develop district procedures for the successful re-entry of students upon completion of in-school or out-of-school suspensions.
10. Serve as lead district contact for technical assistance related to the Code of Student Conduct.
11. Facilitate the annual review of the Code of Student Conduct involving both school and community stakeholders.
12. Partner with community agencies to implement evidence-based programs, services, and interventions that meet the behavioral needs of students.
13. Remain current on state and federal laws and procedures pertaining to student support services.
14. Participate in regional and state meetings pertaining to student support and behavioral services.
15. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
16. Prepare or oversee the preparation of all required reports and maintain appropriate records.
17. Serve on District, state, or community councils or committees as assigned or appropriate.
18. Represent, consistently, the District in a positive and professional manner.
19. Provide leadership and direction for the assigned area(s) of responsibility.
20. Assist in implementing the District's goals and strategic commitments.
21. Exercise proactive leadership in promoting the vision and mission of the District.
22. Set high standards and expectation for self and others.
23. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
24. Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
25. Perform other such tasks as assigned.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) -Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.