

JOB TITLE
EXECUTIVE DIRECTOR STUDENT
RELATIONS AND SAFETY

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR STUDENT
ASSIGNMENT, HEALTH AND
SAFETY

SALARY SCHEDULE & GRADE
IV, GRADE 14

LENGTH OF WORK YEAR
260 DAYS

DATE
DECEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the Department of Student Relations including implementing systems that 1) enforce local, state and national laws as it pertains to student conduct, 2) attendance, and 3) the Student Code of Conduct and Student Bill of Rights. Coordinates efforts with other district divisions and departments, as well as, community and governmental agencies to ensure a safe and orderly learning environment of all staff and students. Provides advice and direction to Principals and other district staff related to Student Services.

PERFORMANCE RESPONSIBILITIES

1. Supervises student discipline services, pupil personnel, drug and alcohol program, and student investigations.
2. Recommends policies and formulates goals and objectives in the area of student conduct.
3. Directs local school administrators and advises parents and students as to the correct procedures for use of the "Uniform Code of Student Conduct", including due process and the processing of complaints.
4. Maintains a working knowledge of procedures of "out-of-system" and "in-system" agencies and seeks out those agencies in an effort to serve the students.
5. Coordinates and approves the placement of students into and out of alternative programs in local school programs, and serves as an advisor to those local school administrators.
6. Maintains a working knowledge of local, state and federal laws, as well as, Kentucky Administrative Regulations and appropriate federal regulations in the area of student conduct.
7. Coordinates and directs prevention programs, such as, anger management, conflict resolution, peer mediation and cultural competence for the district.
8. Develops new, creative approaches to local school discipline/behavior management plans.
9. Establishes data systems to measure program effectiveness in the areas of responsibility.
10. Responsible for the revision, printing, distribution and training on the Student Code of Conduct and Student Bill of Rights on an annual basis.
11. Responsible for implementing the Safe School Committee recommendations.
12. Performs other duties as assigned by the Executive Director Student Assignment, Health and Safety.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push and pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's degree with Kentucky certification in administration and/or supervision, secondary guidance counselor, or director pupil personnel
2. Ability to communicate effectively with clients from a variety of ethnic cultural backgrounds
3. Working knowledge of community and state resources
4. Five years successful administrative experience

DESIRABLE QUALIFICATIONS

1. School based administration experience

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