

COORDINATOR OF STUDENT CONDUCT/SERVICES

GENERAL RESPONSIBILITIES

Under the direction of the Director of Student Leadership, the Coordinator of Student Conduct/Services is responsible for the administration, supervision and monitoring of the division's *Code of Student Conduct* and the management and operation of programs associated with student services/conduct.

ESSENTIAL TASKS

(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.)

- Assist with the development of policies, regulations and procedures in compliance with federal and state regulations as they relate to student services/conduct.
- Update the *Code of Student Conduct*, *Discipline Guidelines* and *Discipline Handbook* annually to ensure that it is in compliance with all laws and district policies and regulations.
- Prepare State reports on district and school level programs pertaining to student services/conduct.
- Promote a close working relationship with parents, students, and staff.
- Review all requests and documentation associated with the student services/conduct program to ensure compliance with deadlines, policies and regulations.
- Assist in planning and implementing appropriate staff development activities for school division personnel; conduct in-service and workshops related to discipline and student services.
- Supervise, coordinate and evaluate the work of office associates and support personnel in organizing and administering student services/conduct programs.
- Participate in national, state, and/or regional activities that advance the division's goals; serve on task forces and committees as requested.
- Perform related work as required.

Student Services

- Collaborate with the School Board's legal counsel and/or City Attorney's office as appropriate to provide assistance to schools regarding issues pertaining to custody documents.
- Assist schools with all matters relating to, but not limited to, enrollment, enrollment verification, continued enrollment, compulsory attendance and unexcused absences, court orders, and withdrawals.
- Collaborate with the city's Department of Human Services and schools regarding questions on foster students.
- Review applications/documents related to foster care placement, foreign exchange students, home instruction, religious exemption requests, shared housing, attendance waivers, high school student placement requests and appeals to elementary and middle school student placement requests, etc., and take appropriate action.
- Review records of students (ages 16-18) who request to go to the Adult Learning Center and determine if the request is appropriate.
- Review requests for non-resident tuition, inform parent/guardian of tuition, and coordinate payments with Business Services.
- Verify legal residence of students to determine if they reside in Virginia Beach; notify schools and parents of the decision.
- Monitor dropout reports quarterly from each school; provide assistance to schools, as appropriate.
- Coordinate with the Office of Curriculum and Instruction regarding home school students participating in the PSAT and AP assessments.
- Supervise Homebound Services.

Discipline

- Consult and advise principals and parents on issues related to discipline.
- Conduct discipline hearings for the Superintendent involving long-term suspension.
- Present discipline cases for expulsions to the School Board discipline committees and School Board in the absence of the Director.
- Present appeals to the full School Board in the absence of the Director.
- Conduct special investigations on behalf of the Director.
- Facilitate corrective action plans and conferences with students and their parents; Follow-up on corrective action plans at the school level.
- Review and respond to appeals and complaints involving due process issues.
- Assist students who are victims of crimes with appropriate school placements.
- Assist schools with Response to Intervention Tier III, as appropriate.
- Notify principals of criminal notifications.
- Coordinate the reenrollment of incarcerated youth and attend the reenrollment meetings.
- Collaborate with Court Services, the Department of Juvenile Justice and other school divisions to facilitate the exchange of records.
- Collaborate with other school divisions regarding students who were placed in alternative schools and determine appropriate placement.
- Review requests for removals to alternative education programs.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all programs in a school; thorough knowledge of the principles, practices and procedures of school board policies and regulations; ability to interpret state codes and develop policies and procedures; ability to effectively utilize listening, observation, reading, verbal, nonverbal, and writing skills; ability to interpret information accurately and initiate effective responses; ability to motivate others to reach their fullest potential; ability to skillfully manage individual, group and organizational interactions; ability to organize and manage time effectively; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.

EDUCATION AND EXPERIENCE

Master's Degree and a minimum of 3 years experience as a classroom teacher required. Licensure in Administration and Supervision preK-12, preferred. Some experience in school level administration is desired. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Exempt	Description: 6/00; Rev 1/11
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