

# **HIGH BRIDGE BOARD OF EDUCATION**

## **JOB DESCRIPTION**

### **MIDDLE SCHOOL DISCIPLINE COORDINATOR**

#### **QUALIFICATIONS:**

1. Strong interpersonal and communication skills.
2. Ability to build rapport with students, parents, and staff.
3. Excellent organizational and problem-solving skills.
4. Ability to remain calm and professional under pressure.
5. Knowledge of relevant laws and policies related to student discipline.
6. Ability to work independently and as part of a team.
7. Strong leadership and mentoring skills.
8. Understanding of child development and behavior management techniques.

#### **REPORTS TO:**

Superintendent of Schools

#### **JOB GOAL:**

To provide a positive and safe learning environment by addressing student behavior and implementing disciplinary procedures.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Collaborate with the administration to review and update, as necessary, the Student Code of Conduct before the start of the new school year.
2. Be proactive in developing the program throughout the year.
3. Develop PD for staff.
4. Contact parents when incidents occur.
5. Oversee lunch detention.
6. Schedule and oversee after-school detentions at least three times a week.
7. If there are no detentions, hold counseling or group activities for students.
8. Create a behavior reflection sheet for students to use.
9. Collaborate with the Administration to develop a behavior management system, such as a point system or consequence/reward system.
10. Develop a notification form for staff to advise of behaviors in the classroom.
11. Maintain detailed records of student behavior and identify patterns and trends.
12. Introduce motivational/team-building activities.
13. Serve as teacher-in-charge on an as-needed basis.

#### **TERMS OF EMPLOYMENT:**

Stipend position contingent upon performance and funding.