

Job Description

Job Title: Coordinator of Student Conduct and Discipline

Supervisor: Supervisor of Student Conduct and Discipline

Job Classification: Exempt

Pay Grade: 40

Contract Length: 245 days

Job Summary

Position assists the Supervisor of Student Conduct and Discipline that includes, but is not limited to, planning, developing, implementing, and monitoring division-wide student support efforts PK – 12. Position assists with the supervision and evaluation of assigned staff, creating a safe environment, and other duties associated with the successful operation of a short-term suspension program.

Essential Duties

1. Supports the Supervisor in ensuring that the school division's policies and procedures related to student discipline and community charges meet local, state, and federal requirements.
2. Coordinates the preparation of student discipline documents as required by School Board policy.
3. Coordinate assigned school division due process investigations and hearings to include hearing parent appeals of discipline decisions in schools and preparing responses to parent appeals, complaints and other documents related to discipline cases.
4. Coordinate with the appropriate division personnel in transitioning students back to the appropriate educational environment within the division.
5. Supports the Supervisor in communicating with outside service agencies such as court services, juvenile detention, and law enforcement.
6. Conducts onsite in-services on policies and procedures as needed.
7. Interprets laws relating to student discipline; and ensures the delivery of mandated supports.
8. Acts as a resource to school-based administrators and other personnel regarding students, interpretation of policies and laws, multi-tiered systems of support and record-keeping requirements.
9. Supports the Supervisor with the preparation of the annual Student Behavior and Administrative Response (SBAR) Collection submission to the Virginia Department of Education (VDOE).
10. Work with Supervisor of Student Conduct and Discipline, principals and the School Leadership team to identify appropriate candidates for support through the Short-Term Suspension Program.
11. Supervise the daily instruction provided by site-level teachers.
12. Collaborate with division Student Involvement Specialists and Attendance Officers to monitor chronic absenteeism cases and assess eligibility for alternative learning environments.
13. Develop and implement individualized support plans for students transitioning from and returning to their home school from alternative learning environments.
14. Identifies, delivers, and supports professional learning for all Short-Term Suspension staff members through multi-tiered systems of support practices.
15. Supports existing liaisons with other school divisions and professional societies to maintain a current knowledge in the field.
16. Models nondiscriminatory practices in all activities.
17. Maintains a high level of confidentiality.

(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.)

Other Duties

1. Performs any other related duties as assigned by Supervisor of Student Conduct and Discipline.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in education or related field. Public education (PreK-12) experience required with experience in secondary schools preferred. Thorough in-depth knowledge of student information systems, data analysis, and student program planning. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community and administrative staff. Must possess excellent oral and written communication skills, and the ability to develop positive working relationships with a diverse population of students, parents, community college faculty, staff, administrators, and the general public. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Assigned Staff

Supervision Received: Supervisor of Student Conduct and Discipline

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Student Conduct and Discipline will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Student Conduct and Discipline, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025