



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Assistant Director, School Climate & Discipline
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, School Climate & Discipline
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Facilitate District leadership in the development, communication and implementation of curriculum and program practices in school climate, behavior and discipline to support the academic achievement of K-12 students along the pathway to college and career readiness, in alignment with the District's Strategic Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant Director, School Climate & Discipline shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Lead the school-wide positive behavior intervention initiatives, school climate initiatives, and provide guidance on developing the support framework as it relates to student behavior and social-emotional learning through the Multi-Tiered System of Support/Response to Intervention (MTSS/RtI) process.
- Implement the District's school climate and discipline prevention and intervention programs.
- Support the development of the District's code of student conduct, suspension and expulsion, anti-bullying, dating violence, tobacco free policies, the Eliminating the Schoolhouse to Jailhouse Collaborative, PROMISE Program, and Character Education.
- Assume leadership in support of all priorities and initiatives relating to student discipline, prevention and intervention to achieve the District's Strategic Plan goals.
- Develop and lead initiatives that increase the general understanding and educational challenges faced by students exhibiting a need for behavior and social-emotional learning support.
- Direct the collection, monitoring and data reporting outcomes relating to the PROMISE Program, suspension, expulsion and arrest.
- Create and lead professional development for schools and District leadership teams regarding school climate and student discipline.
- Provide technical support and policy guidance relating to discipline, prevention and intervention to parents, teachers, school-based administrators and District Directors.
- Work collaboratively with other District departments including the Office of the Chief Auditor to align discipline data collection with the Florida Department of Education's School Environmental Safety Incident Reporting (SESIR) guidelines.
- Monitor and analyze SESIR data to inform and improve decision-making actions, processes and curriculum programs for discipline and prevention.
- Work closely with Information & Technology and Student Assessment and Research for further development of the electronic data management system to ensure compliance and quality in data reporting.
- Work collaboratively with School Board Attorneys to ensure District policies and recommendations to the School Board are in alignment with statutory regulations.
- Serve as the Superintendent's designee, as appropriate, to respond to appeals and student discipline complaints.
- Provide guidance and support for the Behavior Intervention Recommendation process and student assignment.
- Conceptualize and implement the design of the Code of Student Conduct Handbook.
- Collaborate with the Information & Technology department to develop and continuously improve the electronic distribution of the Code of Student Handbook and Signature forms.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in education, social work, guidance, psychology or a related field of study.
- A minimum five (5) years, within the last ten (10) years, of experience in education administration, educational planning, substance abuse prevention, violence prevention, or a related discipline.
- Valid Florida Professional Educator's Certification.
- Demonstrated expertise in policy development, design, and implementation.
- Demonstrated ability to working collaboratively and effectively in cross-functional teams and settings.
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior work experience in education administration, educational planning, substance abuse prevention, violence prevention, or student behavior.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with District administration and staff, school-based personnel, parents, students and community stakeholders to lead development, implementation and support high quality school discipline and climate, prevention, intervention and diversity in order to improve K-12 student achievement for college and career readiness in Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted: