



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, School Climate & Discipline Diversity, Prevention & Intervention
JOB CODE: E-128
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: ~~Executive Director, Student Support Initiatives or designee~~ Chief, Student Support Initiatives & Recovery
CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~To perform work of broad scope and complexity; to work independently to assist Executive Director, Student Support Initiatives in meeting the goals and objectives of school diversity, cultural outreach and prevention. To provide leadership and direction for the implementation and delivery of a full range of services.~~

To provide leadership in the design, development, communication and implementation of District interventions related to school climate, student discipline, prevention and intervention resources in support of 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 Director, School Climate & Discipline Diversity, Prevention & Intervention shall carry out the performance responsibilities listed below:

- ~~develop strategies and provide leadership in implementing the District's Diversity, Cultural Outreach & Prevention programs.~~
- ~~review and assist in developing the District's Student Code of Conduct, Suspension and Expulsion, Anti Bullying, Dating Violence and Diversity policies and the implementation of these policies.~~
- ~~serve as a District liaison to the Student Code of Conduct, Suspension and Expulsion and Diversity Committees and assist in facilitating the activities of the Committees.~~
- ~~participate in the development of all activities related to promoting diverse school population efforts of the school system to promote compliance with federal civil rights laws and mandates, as well as to maintain a unitary school system.~~
- ~~interact closely with the Superintendent of Schools, Chief Officers and high level administrators/staff to coordinate aspects of the school district, such as curriculum delivery, transportation, facilities and extra-curricular activities to promote diversity, cultural outreach and prevention efforts.~~
- ~~review with the Office of Human Resources the Equal Educational Opportunities (EEO) Department the diversity of district schools faculty/staff and county administration staff.~~
- ~~provide knowledge and ingenuity in the development, organization and implementation of alternative methods to increase participation of constituents who are currently uninvolved and/or underrepresented.~~
- ~~contribute information and expertise to assist in cultural and prevention related topic infusion within the curriculum.~~
- ~~foster the hiring of staff who are culturally sensitive to the needs of students.~~
- ~~provide leadership in analyzing needs in the Student Assistance and Supplemental Programs area.~~
- ~~monitor all federal and state funded program designated for educational needs of low socioeconomic statute students in the system on an ongoing basis.~~
- ~~develop and implement programs of staff development (pre-service and in-service) which will assure that school-based and county personnel have a thorough understanding of their roles and responsibilities related to the delivery of student Diversity, Cultural Outreach & Prevention programs.~~
- ~~provide technical assistance related to job responsibility to district and school personnel.~~
- ~~collaborate with District/school personnel, community agencies and organizations to develop, organize and implement curriculum, policies, programs and activities related to diversity, cultural outreach and prevention.~~
- Supervise staff as assigned in the performance of job duties.

- Oversee the development of the District's Code of Student Conduct, Suspension and Expulsion, Anti-Bullying, Dating Violence, and Tobacco Free policies, as well as the Eliminating the Schoolhouse to Jailhouse Collaborative, PROMISE Program, and Character Education.
- Oversee the development of artifacts and marketing resources relating to Eliminating the Schoolhouse to Jailhouse Pipeline, the PROMISE Program, student discipline and school climate.
- Oversee all elements and operations of the PROMISE Program, including the Juvenile Justice System of Care.
- Create and lead professional development for schools and District leadership teams regarding discipline, prevention, intervention and curriculum programs.
- Oversee the framework and guidance relative to the Multi-tiered Systems of Supports/Response to Intervention (MTSS/RtI) process.
- Lead the design and implementation of effective school-wide Positive Behavior Plans, school climate initiatives and guidance relating to the proper framework support for students pertaining to behavior and social-emotional learning through the MTSS/RtI process.
- Develop and lead initiatives that increase the general understanding and educational challenges faced by students exhibiting a need for behavior health and social-emotional support.
- Communicate effectively to school personnel, parents and community stakeholders' applicable policies, procedures, programs, curricula and instructional techniques designed to address discipline and prevention across the District.
- Oversee the collaboration with other District departments, including the Office of the Chief Auditor to align the discipline data collection with the Florida Department of Education's School Environmental Safety Incident Reporting (SESIR) guidelines.
- Oversee the collection and data reporting outcomes related to the PROMISE Program, suspension, expulsion and arrests, and monitor and analyze SESIR data to inform and improve decision-making actions, processes and curriculum programs for discipline and prevention.
- Collaborate with School Board Attorneys to ensure District policies and recommendations to the School Board are in alignment with statutory regulations.
- Oversee and monitor the implementation of discipline policies, the development of activities related to promoting diverse school population efforts in support of compliance with federal civil rights laws and mandates, as well as to maintain a unitary school system.
- Serve as the Superintendent's designee, as appropriate, to respond to appeals and complaints related to student discipline.
- Lead the Behavior Intervention Recommendation process and student assignment.
- Complete and report school climate, prevention and intervention actions to the state on an annual basis, through the Florida Safe Schools Assessment Tool (FSSAT) / School Security Risk Assessment (SSRA) in collaboration with the ~~Special Investigations Unit~~ Department Safety Security and Emergency Preparedness division.
- Complete applicable sections of the Safe Schools Appropriations survey for the Florida Department of Education on an annual basis.
- Collaborate with Student Assessment and Research to complete applicable sections of the Citizens Concerned for our Children (CCC) Settlement Agreement Status Report, present the outcomes to the School Board and community and ensure District compliance.
- Seek funding opportunities, develop partnerships and coordinate the development of collaborative agreements with public, private, philanthropic, and nonprofit organizations to support student discipline and school climate.
- Oversee the creation of SharePoint resource portals for school-based administrators relating to discipline, prevention and intervention.
- Supervise the department's website design and marketing products in accordance with District protocol and compliance.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate successfully~~ Participate in the training programs offered to enhance the ~~individual's skills~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good-safety~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the ~~Executive Director,~~ immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum of eight (8), within the last twelve (12) years, of experience in the field related to the title of the position.~~
- A minimum of eight (8) years, within the last ten (10) years, of teaching experience with progressively more responsibility in school-based and/or District office administrative leadership.
- Prior experience as a classroom teacher.
- Valid Florida Professional Educator's Certification.
- Prior work experience in one or more of the following disciplines: education administration, educational planning, public administration, business administration, substance abuse prevention, violence prevention, or student behavior—and experience with local, state, and/or federal laws.
- Demonstrated expertise in policy development, design, implementation, and evaluation of curriculum for school climate, discipline and prevention.
- Experience working collaboratively in cross-functional teams and settings.
- Computer skills are as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in education, business administration, or educational administration/leadership or related field.
- Endorsement or Certification in Educational Leadership or a related field.
- ~~Minimum of six (6) years, within the last ten (10) years, of experience in the field related to the title of the position.~~
- ~~Degree majors include one of the following areas: business administration, public administration, educational administration or related field.~~
- ~~Areas of experience include educational administration, educational planning, diversity, community outreach, substance abuse prevention, violence prevention and one or more areas of student assistance and supplemental programs.~~
- ~~Knowledge of cultural dynamics.~~
- Bilingual skills.

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

~~Works closely with the Superintendent of Schools, Chiefs, Directors, high level administrators/staff and community to ensure that the diversity of the student population is considered in school operations, such as curriculum delivery, food service, transportation, facilities and extra curricular activities.~~

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.

FLSA OVERTIME CATEGORY:

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 7/16/96 & Adopted: 8/20/96

Revised: 5/20/97 & Adopted: 6/17/97

Revised: 5/4/99

Organizational Chart/

Title & Alignment Changes: 5/9/2000

Retitled, Revised & Reclassified: 6/4/2002 & Adopted: 7/16/2002

Reporting Title Change: 4/01/03

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart

Title Change and Reporting Change: 07/25/11

2011-2012 Organizational Chart

Board Approved: 5/21/13

Board Adopted: 6/25/13

2014-2015 Organizational Chart

Title Change: 6/24/14

Board Approved: 8/20/19

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