



PURPOSE:

- The Disciplinarian will work directly with students, staff and parents to mediate disputes, resolve behavior problems and recommend discipline according to school guidelines. This position works under the general supervision of the site administrator, enforcing school regulations and district policy. This position is needed to help maintain an orderly and safe campus.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Must hold a valid First Aid card and CPR Certification.
- Maintains a valid Oregon Driver's License and personal transportation.
- Must have knowledge of policies and practices of agencies serving youth including school, police, juvenile court, C.D.S., CPS, etc.
- Passes required criminal background check.
- Able to identify possible student involvement in drugs, gang activities, or other illegal or dangerous activities.
- Experience with youth and demonstrates ability to supervise youth.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains and keeps a safe school environment for both students and staff.
- Intervention in both physical and verbal student confrontations.
- Prohibits non-students from trespassing.
- Weapon retention and confiscation under direction of administration.
- Assists in medical emergencies on campus.
- Works closely with law enforcement on drug, alcohol and gang activity involving the schools.
- Assists with tracking students who have chronic absences.
- Assists students to get to class promptly; patrols campus and controls student conduct in halls and other areas of the school.
- Assist with checking and verifying addresses of students for district residency requirements.
- Conducts home visits as needed.
- Responsible to enforce, support and implement the discipline policies.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Good communication, organization and computer skills with proficiency in using Synergy.
- Supports the philosophy and mission of School District 9.
- Communication interventions, proactive communication efforts, notification requirements, investigation and inquiry strategies with students, parents, staff, community, police and other agencies or needed contacts.
- Ongoing communication with supervisor(s) and/or people who have a "need to know."
- Written documentation, report writing, required forms and other written expectations as required by the job.
- Report writing (incidents that occur on campus).
- Assists in student and locker searches as directed by administration.
- Assists in the supervision of athletic events, school dances and other school activities.
- Maintains a good relationship with students and the public in general.
- Implements Positive Behavior Intervention Supports as needed.
- Facilitates strong social/emotional strategies for student success.
- Works with students on locker assignments and student/staff parking assignments in buildings that this is applicable.
- Attends all staff meetings and other meetings pertaining to student discipline.
- On call resource for support in any incident, emergency, situation or other need as determined by the supervisor.



- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Provides academic supports to students as needed
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work indoors and outdoors year-round.
- Requires stooping, bending, reaching and kneeling.

RATE OF PAY:

- According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: