

TRENTON BOARD OF EDUCATION
Human Resources Department
108 North Clinton Avenue
Trenton, New Jersey 08609

June 25, 2013

POSTING OF VACANCY

POSITION: **Manager of Student Discipline/Attendance/School Safety**

LOCATION: **Central Administration Building**

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university required.
2. Knowledgeable of state and federal laws and regulations related to student discipline, student services and attendance regulations.
3. Knowledgeable of major strands of educational research relating to improving the attendance of students in school and decreasing truancy
4. Knowledgeable of the challenges and opportunities of urban schooling and different types of students from low-income families.
5. Must have a deep sense of commitment and purpose for working with Trenton's children.

DUTIES:

1. Serves as key contact among the schools and the parents, the courts, community agencies and policy authorities – local, state and federal involving matters for student discipline, truancy and potential gang activity.
2. Provides oversight and management of the School Safety and Emergency Management plans.
3. Develops monthly district programming for the web and media outlets to increase parent and community awareness of support services and issues confronting student safety, health communities and parental rights.
4. Serves as the lead administrator in the development and maintenance of the District Crisis and Emergency Response Plan.
5. Provides oversight in the development of the crisis management/emergency response plans for each school.
6. Manages the district's initiatives for the prevention of school violence, the continuation of safe and healthy schools projects and community projects for safe passages.

7. Serves as the Hearing Officer for all student legal hearings.
8. Provides the follow-up for all student support services required as a result of the student legal hearings, including:
 - Home Instruction
 - Student and family counseling
 - City, County and State support services available to the family and child.
9. Serves as the direct link to the vendor who provides security forces for the district.
10. Establishes and maintains the district's safety and security program including:
 - Building security systems
 - Building surveillance systems
 - Emergency plans for evacuations, lock downs and other crisis.
 - Drills for all potential emergency situations.
 - Coordination of services with local, State and Federal Law enforcement agencies.
11. Provides oversight and management for the compilation, analyses and submission of substance abuse and violence and vandalism reports to the Board of Education and Federal, State and Local agencies as required.
12. Conducts internal investigation of incidents involving students and/or personnel in compliance with Federal law, New Jersey Statue and Administrative Code, District Policies and Procedures and negotiated contractual agreements.
13. Manages the implementation of the Student Code of Conduct. Provides for the regular review of the Code of Conduct for parents, families and school personnel. Ensures compliance. Makes recommendations to the Superintendent and the Board Policy committee for any changes to the Code of Conduct, as well as any new or revised policies involving students.
14. Makes recommendations to the Superintendent and the Board Policy committee for any policies and procedures to improve discipline, safety, and student attendance.
15. Works closely with the officers of the PTA/PTO at the district and school level to receive input for initiatives to improve student attendance and increase parental engagement.

16. Recommends and implements initiatives and programs that support lowering drop-out rate and improving student attendance.
17. Works closely with the Supervisors of Guidance to coordinate all efforts to provide support to the students.
18. Serves as the lead to ensure full cooperation with school personnel, counselors, and psychologists, and with juvenile court, probation offices and welfare agencies dealing with known, suspected or probable delinquency on the part of school age persons.
19. Serves as the liaison between Family Court and the school system in cases where students have been delinquent outside of school.
20. Performs other duties as assigned by the Executive Director of Family and Community Engagement.

TERMS OF:

EMPLOYMENT:

Twelve (12) month position

SALARY:

In accordance with the Confidential Administrator Contract and experience.

DEADLINE

FOR APPLYING:

July 5, 2013

HOW TO APPLY:

To be considered for interview the following is required:

Completed application to include:

- Internet Application at www.trenton.k12.nj.us
- Current resume
- Three letters of reference

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER