

JOB TITLE: Student Affairs Coordinator

DATE: June 2023

REPORTS TO: Senior High School Principal

APPROVED BY: Superintendent

SALARY RANGE: Determined by the
Collective Bargaining Agreement

ASSIGNMENT: Determined by
Superintendent

JOB SUMMARY: Support students through behaviors of concern with an approach that also aims to strengthen their sense of connection to the learning community. Provide behavior support in collaboration with the high school administration, specifically intervening with lower level infractions. Partner with administrators, counselors, social workers, teachers, and parents/guardians to help students navigate both academic and non-academic problems which may interfere with their school experience. Provide outreach and support to families as students transition into the district. Promote achievement such that students maximize the benefits available from the school's programs, services, and offerings.

PRIMARY DUTIES AND RESPONSIBILITIES:

Student Affairs

1. Support the high school administration with maintaining an orderly and safe academic environment for all students in which each student feels belonging and the opportunity to succeed.
2. Assist in the dissemination of information regarding school and district programs, policies, and procedures to students, parents, staff and community.
3. Collaborate with faculty to enact district and building policies, protocols, and practices to effect positive student behavior, a greater sense of belonging, and an overall positive school culture for the learning community.

Student Behavior Support

4. Partner with the administration in the resolution of all discipline problems in a fair and just manner, and maintain records of actions taken. Through a proactive lens, consult with the Assistant Principal if a student's behavior is predicted to become more severe, persistent, or disruptive to the learning environment.
5. Research matters of discipline and welfare by conferring with parents, teachers, counselors, support service personnel, and students. Communicate timely updates with administration.
6. In collaboration with the attendance office and assistant principals, monitor and provide intervention as it relates to habitual tardiness.
7. Conduct investigations for level I and II behavioral violations to include interacting with students (taking statements), collecting information from related staff, and reviewing camera footage to provide administration with recommendations for course of action.

Building Operations

8. Provide daily supervision during the school day of areas of the campus to include the cafeteria, the hallways, and the student commons.
9. Supervise students on the bus ramp for arrival and departure.
10. Assist in developing and implementing school-based practices in the realm of safety and security, to include partnership with the building aide and their monitoring of the student entrance.
11. Performs other duties as assigned by supervisor.

QUALIFICATIONS: Valid teacher certification required. Preferred that the candidate will have attained, or be pursuing, a Master's degree and administrative certification. Minimum four (4) years classroom teaching experience. Excellent communication skills are necessary.

PHYSICAL REQUIREMENTS: Position requires sitting, standing, walking or moving throughout the building, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Performs a variety of duties, able to make judgments and work under high levels of stress. Subject to inside/outside environmental conditions.