

Thornton Township High School District 205 Discipline Administrator

TITLE: Discipline Administrator

REPORTS TO: Building Principal

- QUALIFICATIONS:**
1. Current Illinois Professional Educator License with a General Administrative, Principal or Superintendent Endorsement
 2. Minimum of five years of high school teaching experience preferred
 3. Master's Degree
 4. Demonstrated knowledge of Illinois student discipline laws, including, but not limited to, Senate Bill 100
 5. Demonstrated knowledge of all Board of Education policies and collective bargaining agreement provisions concerning student and staff discipline
 6. Demonstrated knowledge of the district's teacher evaluation plan and applicable Faculty Association collective bargaining agreement provisions
 7. Effective written and oral communication skills
 8. Ability to work as a member of a building's administrative team.
 9. Ability to independently conduct thorough investigations of alleged student and staff misconduct, and draft comprehensive written reports of findings.
 10. Excellent organizational and time-management skills
 11. Ability to supervise and manage long-term building-level projects and assignments
 12. Exhibit a high degree of professionalism in dealing with staff and students
 13. Previous school-related administrative or other managerial experience preferred

REQUIREMENT Each Discipline Administrator must be qualified and/or licensed by the Illinois State Board of Education to conduct teacher evaluations before the start of each school year.

COMPENSATION This position is considered exempt from *Fair Labor Standards Act* ("FLSA") overtime requirements and does not fall within any collective bargaining unit.

NATURE OF POSITION Each Discipline Administrator will spend at least 75% of their time on the job performing managerial or supervisory functions, including but not limited to, conducting teacher evaluations, investigating allegations of student and staff misconduct, and enforcing Board of Education discipline and attendance policies. In addition, each Discipline Administrator will, in conjunction with other building administrators, create a proposed budget for their department, and represent the administration during student expulsion and suspension review hearings. Each Discipline Administrator will also complete all other school-related projects, as assigned by the principal of their building.

JOB RESPONSIBILITIES Each Discipline Administrator shall be responsible for:

A. Personnel Matters

1. Conducts summative performance evaluations, including all required observations, for all teachers as assigned.
2. Investigates allegations of staff misconduct, as assigned by the building principal.
3. Coordinates assignments and supervision of student teachers as assigned.
4. Assists in developing the building's master schedule.
5. Independently plans and conducts discipline meetings and trainings on behalf of the building's administrative team.
6. Coordinates all discipline procedures for the opening and closing of the school year.

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7. Independently trains new staff and student teachers on the District's student discipline policies and procedures.
8. Conducts a minimum of fifteen (15) teacher "drop-ins" per week, and maintains accurate records of such "drop-ins"
9. Generally, supervises all teachers and staff as assigned and makes employment recommendations to the building Principal.

B. Discipline and Culture

1. Prepares all required student discipline documents, hearing packets and materials (including, but not limited to, all notices), and prosecutes, on behalf of the building administration, all expulsion and suspension review cases.
2. Facilitates and coordinates student placements at PEACE Center.
3. Maintains awareness about research trends (including, but not limited to, alternative/non-exclusionary forms of discipline) and laws concerning student discipline and positive school culture, and disseminates information to and trains the staff regarding such matters.
4. Develops and implements discipline goals and objectives which align with the goals and objectives of the School and District Improvement plans (as applicable).
5. Assists in the development and selection of culture, safety, and discipline instructional materials, and technology, to be used in the building.
6. Serves as head or chair of any school-related discipline, safety, and culture committees.
7. Works with District and building administration to improve the total attendance, discipline, and culture of the building.
8. Mentors and manages teachers to improve classroom discipline.
9. Represents building in all District discipline planning and directs staff to make any required changes to discipline approach and/or processes.
10. Assists with the development and supervises the implementation of District discipline initiatives.
11. Assists in articulating the school discipline expectations with District's feeder schools.
12. Leads and supervises summer content institutes as assigned by the building principal.
13. Directs teachers concerning student discipline matters and placement criteria.
14. Represents the building at local, state, and national conferences upon approval of the Superintendent.

C. Budget

1. In consultation with other building administrators, create a proposed discipline/departamental budget and submit it to the building principal or designee.
2. Recommends and oversees resource allocation consistent with the discipline objectives of the school and District.
3. Coordinates receipt, verification, and distribution of all discipline-related purchases.
4. Develops and maintains an up-to-date inventory of all discipline-related materials, equipment, and supplies.

D. General Responsibilities

1. Adheres to and abides by all applicable Board of Education policies, including, but not limited to, Board of Education Policy 5:120 ("Ethics and Conduct").
2. Prepares and maintains accurate reports and data related to the discipline of students, and shares such results with the Board of Education upon request.
3. Promotes a positive school image and strives to maintain a positive school climate, free of violence and disruption.
4. Addresses parent and student concerns about discipline on behalf of the building administration.

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5. Supervises an assigned area during passing periods, before the start of school, and at the end of the day.
6. Monitors and supervises teacher instruction.
7. Promotes a student-centered academic focus.
8. Supports building administration with issues that relate to or arise from the use of day-to-day substitute teachers.