

Red River Parish School Board

Job Description

TITLE: School Disciplinarian

Qualifications: At least five (5) years of successful professional School Experience
Master’s Degree in Education, Counseling or related field

Superordinate: Principal
Superintendent or Designee

Performance Responsibilities

1. Responsible for Positive Behavior Team / School Wide Positive Behavior Program.
2. Assist in developing and coordinating District and community resources to provide a safe and disciplined learning environment.
3. Presides over, coordinates, and represents school administration in the student discipline hearing process. To serve as liaison between the faculty and administration.
4. Advises parents, administrators, and other staff regarding student discipline.
5. Identifies resources, models and Best practices for improving student discipline and the school climate.
6. Provides staff development on student discipline procedures, policy, and legal requirements for student discipline.
7. Maintains accurate discipline files, review of Discipline paperwork, and collect data on students/staff data regarding reported incidents.
8. Responsible for other duties assigned by Superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **10 Months**