

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR I – CULTURE, CLIMATE AND STUDENT DISCIPLINE

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of duties including but not limited to driving implementation of school-wide behavior management and reward systems, implementation of the student services framework, development of systems that promote a culture of academic success, development and delivery of professional development to district staff on creating positive learning environments, and development of programs to support students who struggle in rigorous academic environments. Works with the office of Accountability and Research in the analysis of school discipline data and develops strategies and professional development focused on improving that data. Collaborates regularly with the office of Equity and Inclusion to support the efforts of creating culturally responsive staff and equitable opportunities for all students. Reports to the Assistant Superintendent Support Services. This position supervises the hearing officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Drives implementation of school-wide behavior management systems.

Develops and trains district staff on systems that promote a culture of academic success.

Develops and delivers professional development to district stakeholders in the areas of creating positive learning environments and supporting struggling students.

Work in conjunction with other district departments to ensure implementation of equitable instructional practices and access to improve outcomes for all students.

Develops and supervises mentoring opportunities within schools.

Maintains and reports district-wide discipline data.

Coaches and supports administrators, counselors and staff in driving a culture of high achievement.

Ensures due process and legal compliance with all student disciplinary actions.

Works with other departments to track and report discipline data and provide interventions accordingly.

Works with school level staff to develop and implement plans for meeting School Improvement goals for culture and climate.

DIRECTOR I – CULTURE, CLIMATE AND STUDENT DISCIPLINE

Assist in creating and facilitating interventions for students.

Through coaching and modeling, support school based staff in building their capacity to implement positive culture and climate practices.

Assist schools in the creation of discipline data tracking systems and data analysis.

Engage and communicate with school stakeholders (parents, students, staff, etc.) regarding culture and climate interventions and initiatives.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Other duties and responsibilities as assigned by the Assistant Superintendent of Support Services and Chief Academic Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in education related field and a minimum of three years working with school culture/climate initiatives and/or programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, roster, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and

DIRECTOR I – CULTURE, CLIMATE AND STUDENT DISCIPLINE

financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government technology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; to determine percentages and decimals; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state, and local regulations regarding educational services.

Thorough knowledge of County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethic guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of principles of supervision, organization and administration.

DIRECTOR I – CULTURE, CLIMATE AND STUDENT DISCIPLINE

Skill in assisting, developing and supporting staff.

Ability to review and evaluate the overall effectiveness of large programs.

Ability to develop goals and long-range plans for large programs.

Ability to develop policies, procedures and standards for services offered.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationship as necessitated by work assignment.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.