

TITLE: School Disciplinarian

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Superintendent, Principal and Vice Principal

TERMS: School Year  
Hours: 7:30 a.m. – 3:30 p.m.

RESPONSIBILITIES INCLUDE:

1. Update the daily detention list pertaining to cuts, lates, etc. as well as other school infractions. Review the list to determine which students are in violation and make recommendations for suspension regarding refusal to attend detention.
2. Assist in the review of unexcused absence reports and personally contact parents whenever necessary.
3. Assist in the publishing of a daily absentee list with all supplemental information related to attendance.
4. Assist in questionable excuse notes and classify sign-outs and sign-ins on a daily basis.
5. Review late to school sign-ins on a daily basis and contact as many parents as possible.
6. Follow-up parental phone calls and make recommendations and arrangements for parents conferences.
7. Investigate and process possible trancies, notify and confer with parents when confirmed.
8. Report extended absences, suspensions, truants, etc. to involved teachers and counselors.
9. Interview and discipline students regarding cuts, lates, truancy, and classroom insubordination.
10. Review and analyze summary reports related to attendance with respect to general pattern development and specific cases under investigation.
11. Assist with the verification and processing of all drop letters when the unexcused absence limit is reached.
12. Assist with the enforcement of all attendance and disciplinary policies/procedures.
13. Investigate and make recommendations for penalties to be administered when a student violates any attendance/disciplinary procedures/policies.
14. Assist in monitoring and enforcing the student I.D. policy.
15. Monitor the corridors, stairwells and school grounds.
16. Supervise the cafeteria during student lunch periods.
17. Keep accurate records regarding correspondence, disciplinary actions and conferences.
18. Assists in maintaining discipline throughout the student body, and deals with all cases and/or infractions as necessary.
18. Monitor student behavior and maintains order and safety during extra-curricular activities, ceremonies and drills.
19. Performs such other tasks and assume such other responsibilities as principal or vice principal may assign.