

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: STUDENT COORDINATOR (10 MONTH)

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communications skills
4. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO: Assistant Principal

POSITION GOAL:

To assist the administration in providing for the safe and orderly operation of the school; to deal with students referred by faculty members because of discipline matters, attendance issues, and/or lateness to school.

ESSENTIAL JOB FUNCTIONS:

- A. TEACHER – Will be required to teach two classes within the instructional program.
- B. SERVES AS DISCIPLINARIAN
 1. Enforce all policies, regulations, and procedures pertaining to school discipline; assist the administration in developing new procedures as required.
 2. Respond to parental inquiries with regard to discipline matters, attendance, and/or lateness to school.
 3. Deal with students who have behavioral, attendance, personal and social difficulties.
 4. Communicate and counsel with students, teachers, and parents on matters that may serve the best interests of individual students and the school.
 5. Collect and record data on behavior problems and class and/or school attendance.
 6. Confer with the Assistant Principal on all matters pertaining to suspensions and drug/alcohol testing.
 7. Confer with the Principal, Assistant Principal, and Pupil Personnel Services on students who need special assistance.

8. Monitor central and Saturday detention procedures, as well as alternative disciplinary actions (i.e., loss of privileges).
9. Monitor procedures with regard to students cutting class.

C. OVERSEES SCHOOL ATTENDANCE

1. Supervise the procedures for the accounting of students in school and ensure that accurate attendance records are maintained.
2. Monitor the daily attendance list for accuracy and for any unusual patterns of attendance, and arrange for appropriate follow-up.
3. Issue appropriate warnings and notices to parents and students whose attendance records indicate either possible loss of credit or need for legal action.
4. Develop and monitor procedures for notification of parents/guardians related to attendance.
5. Counsel individual students and parents on attendance matters.

D. SHARES RESPONSIBILITY FOR THE OPERATION OF THE SCHOOL

1. Prepare reports, maintain records, and complete additional paperwork as required by the administration.
2. Keep record of all stolen property reported, noting the date and time of the report and the nature and value of the stolen property, etc.
3. Cooperate with the Allendale Police Department on all matters related to the school.
4. Remain cognizant of all safety procedures required by the district that pertain to the school.
5. Maintain good rapport with all staff members.
6. Participate on committees pertaining to school safety, order, and discipline.
7. Participate on the I&RS Committee if the teaching schedule permits.
8. Share in the responsibility of supervising one of the two lunch periods.
9. Assist with the distribution of student identification cards.

E. PROFESSIONAL GROWTH

1. Maintain contact with current educational practices and developments relating to student management.
2. Share with colleagues the benefit of personal expertise gained through experience and training.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17

2nd Reading: 10/16/17