



PURPOSE:

- The Student Management Facilitator promotes district wide adherence to discipline and attendance procedures as guided by Federal and State law, and Eagle Point School District policies.

REPORTS TO:

- Director of District Programs or designee

QUALIFICATIONS:

- High school diploma or equivalent.
- Thorough understanding of state and federal discipline rules and students' rights.
- A minimum of 3 years of work experience or education in education, student discipline or a related field.
- Experience is also required in supervising youth.
- Computer proficiency with word processing and database applications.
- Bilingual Spanish/English preferred.
- Maintains a valid Oregon Driver's License and personal transportation.
- Passes required criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensures that all activities conform to district guidelines
- The ability to provide training to meet district goals regarding student discipline, Positive Behavior Interventions and Supports, safety, threats and intervention support as needed
- Effective communication, collaborative and problem-solving skills to work with students, staff and parents
- Appropriately operate all equipment as required
- Maintains satisfactory attendance and punctuality
- Ability to work cooperatively with staff, students and the public
- Reacts to change productively and handle other tasks as assigned
- Responds to the individual needs of students and families
- Supports the philosophy and mission of School District 9
- Good communication and organization skills
- Communicates clearly and appropriately and makes independent decisions within established policies and procedures
- Coordination of discipline and behavior needs in all schools
- Develops and maintains Standard Operating Procedures for school staff on discipline policies, procedures, laws rules and regulation of all students as requested
- Synergy trainer for CICO, Discipline, and MTSS
- Crisis response and treatment training support for district employees
- Assist with training and giving feedback to Disciplinarians
- PBIS trainer/team activities
- Issues citations, prepares factual court reports and attends school conferences and court hearings as requested.
- Conducts home visits as needed
- Collaboration with SRO and/or law enforcement
- Assures that all buildings have implemented the SMT daily report and reviews on a weekly/daily basis
- Assist with attendance conferences when time allows
- Assumes responsibility and accountability regarding services including the required preparation of reports, letters, data collection and service outcome data as assigned.
- Prepares and maintains, district, state and federal records and reports in a timely manner and as needed. Monthly board report with specific facts when requested.
- Ability to serve as a roving disciplinarian when needed.
- Design and facilitate monthly C-CAND meetings as requested
- Gang/Drug research and training
- Provide your own transportation to schools, family homes and agencies as needed.



- Adheres to all rules and protocol governing the confidential rights of all students.
- Supports the district intervention team and intervention options.
- Complies with local district, state and federal laws, policies and procedures.
- Attends training and facilitates training district staff regarding district adopted behavior curriculum.
- Facilitates Professional Learning Community for disciplinarians
- Attends monthly PBIS/MTSS meetings around the district to support and training to staff.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration
- Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks. Responds in a cooperative and positive manner to supervision and direction.
- Analyzes and interpret attendance and discipline data to share with teams
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by administrator.

PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, and kneeling.
- Requires prolonged sitting and/or standing.
- Performs physical requirements of the job as described by employer in accordance with OSHA regulations.

RATE OF PAY:

- According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: