

Director II - Attendance & Discipline

Posted Date 22 hours ago(7/2/2025 3:21 PM)

Location Name : Attendance & Discipline

Salary Min: USD \$135,000.00/Yr.

Salary Max: USD \$155,000.00/Yr.

Category: Administrative/Clerical

of Openings: 1

Close Date: 7/11/2025

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

SUMMARY DESCRIPTION

Responsible for the oversight, implementation, and coordination of attendance and discipline, ensuring compliance with school policies and relevant laws to provide safe and orderly learning environment for all students; provides due process for students; assists administrators with review and compliance with state, federal and local laws, policies and regulations; and works on unusually complex problems and provides solutions that are highly innovative and ingenious, achieving quality and work process improvement.

Essential Job Functions

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

1. Plans, guides and advises the Superintendent and senior leaders on attendance and discipline matters.
2. Provides leadership and a high degree of ingenuity, creativity, resourcefulness, and competency in developing and implementing appropriate behavioral support plans to meet the identified needs of the schools; and is viewed as expert within the field.
3. Develops and implements strategies to improve attendance, including interventions for students with chronic absenteeism.

4. Develops metrics and procedures to track school and district-wide trends; Provides support to school administrators to increase accountability through use of data, school initiatives, district programs, district policies, and district services.
5. Analyzes data related to attendance and discipline to identify trends and areas for improvement, and preparing reports for school administration and district senior leadership in developing a plan to meet attendance requirements; and in advising school administrators on discipline issues including suspensions and expulsions.
6. Oversees investigations for a variety of issues including claims of civil rights violations and bullying, custody petitions, proof of residence and rezoning procedures and compliance.
7. Deals with unusually complex problems and provides solutions that are highly innovative and ingenious, achieving quality and work process improvements.
8. Designs and implements district-wide training to promote positive attendance and discipline.
9. Works collaboratively with district senior leadership, central school leaders, and school administrators in resolving problems with residency; Serves as liaison between Memphis-Shelby County Schools and agencies designated to assist in the implementation of SWPBS.
10. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports, as needed.
11. Maintains departmental budgets and resources related to attendance and discipline programs.
12. Performs other related duties as assigned or directed.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Education, Educational Administration, Business or related field plus an additional five (5) years related experience, preferably in an administrative or supervisory capacity, or equivalent, for a total education/experience of nine (9) years. Administrator Licensed preferred.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.