



**Job Title: Discipline Support Assistant**

**Department:** Student and Family Support Services  
**Reports To:** Director of Student and Family Advocacy  
**Grade:** CA-09  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Current Date:** April 12, 2016  
**Overtime Status:** Exempt

---

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The Discipline Support Assistant will provide assistance for discipline related services. This position plays an integral part in providing a service-oriented relationship with students, parents, and district staff, ensuring the smooth and efficient operation of the department.

**Minimum Qualifications:**

- High School Diploma

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Assist in the planning, development, implementation, and education of safe, disciplined environments.
- Maintain guidelines and procedures for suspension review process.
- Maintains documents, files, and records (e.g. discipline files, etc.) for the purpose of providing up-to-date reference and summary reports in conformance with established district procedure.
- Coordinate and communicate with schools, district departments, community agencies, and local and state government agencies.
- Organize district review process, student discipline appeal and hearing process—including preparation of notification and/or correspondence to students, parents, advisors, superintendent, and TPS board.
- Attend district hearings—elementary and secondary—and maintain minutes and records.
- Prepare written materials (e.g. memos, letters, reports, permanent student discipline records) for the purpose of documenting activities, providing written reference and/or conveying information.
- Communicate with parents/guardians regarding suspension-related issues.
- Assist in coordinating transition plans for students of long-term suspension or expulsion and alternative school placements.
- Respond to inquiries from a variety of internal and external parties (e.g. schools, staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction about discipline hearing process and student support services.
- Develop and implement systems and procedures as needed to effectively track information.
- Compile district, state, and federal discipline reports.  
Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be professional and courteous.
- Demonstrate excellent public relations, leadership facilitation, management making decisions and collaboration skills.
- Excellent written, verbal and listening skills
- Thorough knowledge of district organization, policies, and procedures.

**Supervisory Responsibility:** No

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Generally good working conditions.
- Little to no exposure to harm or danger.
- Everyday risks require normal safety precautions.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.