

**Job Title:** CLERK, DISCIPLINE  
**Reports to:** Principal  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** June 23, 2025

### **Primary Purpose**

To provide administrative and clerical support related to student discipline, ensuring accurate documentation, communication, and coordination with school staff, students, and parents. In addition, the discipline clerk personnel carry other responsibilities as required/requested by campus administrators to assist in achieving efficiency and effectiveness in running a campus.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Minimum of 35 WPM

Ability to perform basic computer operations

Ability to operate basic office equipment

Good oral and written communication skills

Good organizational skills

Bilingual skills in English and Spanish helpful

### **Experience**

Two years clerical experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Discipline Support Duties**

1. Maintain and update accurate student discipline records in the school's student information system.
2. Maintain logs of students reporting to the office and ensure proper documentation is provided by referring staff.
3. Process referrals and disciplinary documentation, and track interventions (detentions, suspensions, and in-school suspensions (ISS).
4. Coordinate with administrators to communicate discipline actions with teachers, and parents of disciplinary actions and outcomes.
5. Maintain a thorough understanding of the Student Handbook to support communication by addressing routine inquiries and clarifying general policies to students, staff and parents.
6. Track students assigned to ISS and maintain attendance and behavior logs.
7. Ensure proper contact with parents is maintained.
8. Schedule and support parent conferences, disciplinary hearings and meetings as needed.
9. Prepare reports and summaries of disciplinary incidents for administrative review.
10. Prepare all documentation for level hearings, including letters to parents and appeal packets
11. Prepare and provide all documentation to the student services department.
12. Collaborate with school parental liaison to provide parents with documentation/info in a timely manner.
13. Collaborate with school resource officers or local law enforcement when necessary.
14. Communicate and coordinate reconciling attendance with the attendance secretary on a daily basis.

15. Adhere to district protocols deadlines for discipline/attendance documentation.

#### **General Duties**

16. Provide backup support to the front office, including answering phones and greeting visitors
17. Uphold confidentiality and professional ethics regarding student information
18. Support a safe and respectful school environment through timely communication and accurate records

#### **Supervisory Responsibilities**

19. Supervise and direct assigned office student workers.
20. Oversee and monitor students in disciplinary settings such as:
  - a. In-School Suspension
  - b. Detention
  - c. Other disciplinary settings designated by administration

#### **Other**

21. Perform other duties assigned by the principal or campus administrators.
22. Maintain strict confidentiality of all student and school-related information

#### **EQUIPMENT USED**

Personal computer, fax machine, and other office equipment

#### **WORKING CONDITIONS**

##### **Mental Demands/Physical Demands/Environmental Factors**

- Frequent interaction with students, staff, and parents.
- May involve handling stressful or emotionally charged situations.
- Requires sitting, standing, and walking throughout the school day.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_