

## Hamilton School District Position Description

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Position Title: Director of I-Stand  
Reports to: Building Principal

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**Summary:** Supervision of a community based educational program designed for youth involved in the juvenile justice system whose behavioral problems are impeding their ability to learn.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- Coordinate and facilitate between teaching staff and students assignments and assessments.
- Supervision of paraprofessional staff.
- Practice sound classroom management and ongoing supervision techniques and administer discipline in a fair and just manner.
- Meet the diverse needs of students in the classroom by providing an appropriate and safe learning environment.
- Maintain effective professional relationships with staff, students and parents.
- Handle stressful situations in a professional manner.
- Perform other duties as assigned.
- Maintain confidentiality at all times.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** A Bachelor's Degree or higher from an accredited college or university. Must have strong leadership skills, and communication skills.

**Certificates, Licenses, Registrations:** None needed

**Skills and Abilities:** Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.