



# August 2019 Academic Year 2019 – 2020



Division   Department:	Administrative Staff
Discipline:	<b>PROTOCOL COORDINATOR</b>
Level   Grade:	Secondary Education
Position   Type:	Full Time Administrative
Hours:	<u>40 per week, 10-month employee (Aug-May)</u>
Reports to:	Director of Admissions and Student Services
Salary:	<i>Salary commensurate with experience; a comprehensive benefits package is included</i>
Anticipated Start Date:	August 2019

### **GENERAL DESCRIPTION**

The Protocol Coordinator will maintain the behavior and social expectations on NOCCA's campus, supporting a culture of artistic and academic excellence. They will manage student conduct by identifying issues, investigating incidents, maintaining detailed records and keeping families, students, and administration informed on process and procedures. This management will be directly aligned with the expectations of the NOCCA DNA, the Student/Parent Handbook, the NOCCA Student Contract, the Department Contract and the established NOCCA expectations of our community standards. They will be role models of integrity, fairness, and high ethical standards and partners in supporting students.

### **JOB DUTIES**

- Enforce established school protocols and decorum expectations
- Maintain detailed records of processes and procedures
- Use student-centered approaches
- Foster a respectful school-wide culture
- Approach student discipline as opportunities for student growth
- Work closely with faculty, staff and administration on all student protocol issues
- Communicate effectively with students, parents, and faculty
- Monitor student attendance trends
- Model a belief in the potential of all students and advocate for student success
- Lead the campus in implementation of Restorative Approaches
- Participate in Grievance Review Committee for employees and manage and lead the Disciplinary Review Committee (DRC) for students
- Maintain and retain detailed documentation concerning protocol
- Work with the Administrative and Faculty Leadership Teams on campus wide initiatives
- Demonstrate capacity to connect to a range of students from various backgrounds
- Use discretion when communicating about confidential and sensitive matters in accordance with applicable laws and professional practices

### **QUALIFICATIONS** / Knowledge, Skills & Abilities:

- Experience with school-wide discipline at the high school level
- Strong relationship-building skills with proven ability to work with senior-level leaders
- Proven ability to take initiative and work in a fast-paced environment with ongoing change
- Ability to lead and manage multiple projects at a time
- Excellent oral and written communication skills



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- Shared commitment to NOCCA's organizational values
- Passion for equity for all students

*Additional Preferred Experience*

- Demonstrated interest in the arts
- Experience with Restorative Practices

**EDUCATION** / *Successful candidates will have:*

- A Bachelor's degree
- Advanced degree; preferred but not required

Please submit your letter of interest, resume and at least three professional references using the guideline described below. Review of applications to begin Monday, February 19, 2019.

Mail materials to:

NOCCA –PROTOCOL COORDINATOR  
ATTN: H|R Department  
2800 Chartres Street  
New Orleans, LA 70117

or send in PDF format via EMAIL:

[jobs@nocca.com](mailto:jobs@nocca.com)

Please note in SUBJECT line of email: NOCCA - PROTOCOL COORDINATOR. Last Name. First Name

The **New Orleans Center for Creative Arts, Louisiana's Arts Conservatory** founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts. Admission is by arts audition and tuition is free. NOCCA is central to Louisiana's rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne-Michele Charbonnet.