

Job Description

Job Title: Hearing Officer

Supervisor: Program Administrator of Student Conduct and Discipline

Pay Grade: \$40.00 per hour

Job Classification: Non-exempt
Position is Non-Contracted & Part-time

Job Summary

Position is responsible for serving in an official capacity to conduct Administrative Discipline Hearings, both for Long-Term Suspension and Expulsion, and facilitate Behavior Monitoring Plan meetings. The Hearing Officer will complete the necessary reports prior to and at the conclusion of each hearing/meeting. Position is to assist the Program Administrator of Student Conduct and Discipline that includes, but is not limited to, planning, developing, implementing, and monitoring division-wide student support efforts for PK-12.

Essential Duties

1. Conducts administrative discipline hearings, Behavior Monitoring Plan meetings, working to ensure a prompt, thorough, and equitable process for all parties.
2. Reviews discipline cases and appeals to ensure quality assurance of documentation submitted, including due process measures, special education eligibility, and other division policy and procedure.
3. Partners proactively with school administrators on disciplinary issues to identify and engage alternative support programs and resolutions that minimize student suspension and expulsion and focus on individuation of circumstances.
4. Maintains flexibility to ensure schedule of hearings within legal timelines.
5. Renders a decision on each case and communicates all decisions in writing to parties involved.
6. Prepares and forwards a statement of the administrative position if the decision is appealed to the School Board.
7. Responds to principal, family, and staff inquiries regarding hearing decisions.
8. Demonstrates knowledge of the Federal, State, and School Board policies and regulations regarding student conduct and appropriate disciplinary action.
9. Demonstrates an understanding of the Newport News Public Schools procedures for hearings
10. Prepares student discipline documents as required by School Board policy.
11. Coordinates with the appropriate division personnel in transitioning students back to the appropriate educational environment within the division.
12. Interprets laws relating to student discipline; and ensures the delivery of mandated supports.
13. Maintains a high level of confidentiality.
14. Models nondiscriminatory practices in all activities.
15. Supports existing liaisons with other school divisions and professional societies to maintain a current knowledge in the field.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Performs any other related duties as assigned by the Program Administrator of Student Conduct and Discipline or other appropriate administrator as necessary.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree in education or related field. Public education (PreK-12) experience required with experience in secondary schools preferred. Thorough in-depth knowledge of student information systems, data analysis, and student program planning. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students, the community and administrative staff. Must possess excellent oral and written communication skills, and the ability to develop positive working relationships with a diverse population of students, parents, community college faculty, staff, administrators, and the general public. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office/school environment.

Supervision Exercised: None

Supervision Received: Program Administrator of Student Conduct and Discipline

This job description in no way states or implies that these are the only duties to be performed by this employee. The Hearing Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator of Student Conduct and Discipline. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

10/2022 CR