

## Job Description

**Job Title:** Student Conduct and Discipline Specialist

**Supervisor:** Program Administrator,  
Student Conduct & Discipline

**Position Code:**

**Pay Grade:** 33

**Job Classification:** Exempt

**Contract Length:** 202 Days

### **Job Summary**

The Student Conduct and Discipline Specialist supports the Office of Student Conduct and Discipline through the leadership, coordination, and implementation of division wide student conduct, behavioral support, intervention, and prevention initiatives. The position is responsible for conducting administrative discipline hearings and related proceedings while ensuring compliance with applicable laws, regulations, and division policies governing student discipline and due process. This role also provides leadership and oversight for key division initiatives, including management of the Changing and Modifying Perceptions (CAMP) Program, co-leading Virginia Tiered Systems of Support (VTSS) implementation efforts, and serving as co-division lead for the Implementation Science Academy. The specialist works collaboratively with school administrators, staff, families, and community stakeholders to promote equitable practices, restorative approaches, positive school climates, and improved student outcomes while supporting all operational and programmatic efforts of the Office of Student Conduct and Discipline.

### **Essential Duties**

1. Conducts student discipline hearings, manifestation determination meetings, and related proceedings in accordance with division policies and applicable laws.
2. Reviews discipline cases and appeals to ensure compliance with due process requirements, special education regulations, and division procedures.
3. Manages the Changing and Modifying Perceptions (CAMP) Program, including coordination, monitoring, and program implementation.
4. Serves as co-division lead for Virginia Tiered Systems of Support (VTSS), supporting behavioral interventions and tiered student supports across the division.
5. Serves as co-division lead for the Implementation Science Academy, supporting implementation and continuous improvement efforts.
6. Supports division wide student conduct, discipline, prevention, intervention, and restorative practices initiatives.
7. Collaborates with school administrators, counselors, teachers, and community partners to support positive student behavior and equitable outcomes.
8. Communicates with students, families, staff, and administrators regarding discipline matters, hearings, and intervention supports.
9. Prepares hearing summaries, reports, recommendations, and related documentation for administrative review and School Board appeals.
10. Provides training, guidance, and technical assistance related to student conduct procedures, behavioral supports, and restorative practices.
11. Maintains accurate records and ensures hearings, reports, and program responsibilities are completed within established timelines.
12. Performs other duties as assigned in support of the Office of Student Conduct and Discipline.

(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 Required Skills and Abilities**

Knowledge of student conduct procedures, due process requirements, restorative practices, behavioral interventions, and applicable state and federal laws related to student discipline and special education. Ability to manage multiple priorities, maintain confidentiality, and make sound decisions in high-pressure situations. Strong organizational, communication, collaboration, and problem-solving skills required. Ability to establish and maintain effective working relationships with students, families, administrators, staff, and community partners. Demonstrated ability to lead division wide initiatives, facilitate training, analyze data, prepare reports, and support continuous improvement efforts. Ability to work independently while contributing effectively as part of a collaborative team committed to equitable student outcomes and positive school climates.

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

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

Master’s degree in education, educational leadership, counseling, social work, psychology, criminal justice, or a related field required, with three to five years of experience in student services, school administration, student conduct, behavioral intervention, or a related educational setting preferred. Experience with discipline hearings, restorative practices, behavioral support systems, and multi-tiered systems of support preferred. Must possess strong leadership, communication, organizational, collaboration, technology, and problem-solving skills, along with the ability to maintain confidentiality, analyze data, prepare reports, and build effective relationships with students, families, staff, and community partners. Valid Virginia license or eligibility for licensure preferred, as applicable to the position.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Program Administrator, Student Conduct & Discipline

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Specialist – Elementary BASE will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator, Student Conduct & Discipline or appropriate administrator. 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