

Administrative Assistant - Hearing Board
New Hanover County Schools

Job Description

Class: Classified

Dept: Student Support Services

TITLE: Administrative Assistant VI

QUALIFICATIONS:

1. High School Diploma required.
2. Three to five years of experience in an office environment with responsibility for complex duties. Prefer experience with a school district or legal office.
3. Effective communication and computer skills.

REPORTS TO: Director of Safety/Hearing Board Officer

JOB GOAL: To serve as the administrative assistant for the Director of Safety/Hearing Board Officer and assist with all matters involving long term suspension and expulsion hearings for students in the New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow the rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Maintain strict confidentiality regarding all hearing matters and student records.
3. Develop and maintain a database of all long term and expulsion disciplinary records of students.
4. Maintain and submit an annual long term suspension/expulsion report to the Deputy Superintendent of Student Support Services and the supervisor of discipline related records.
5. Assist with the recruitment and management of a pool of volunteer Hearing Board Panelists.
6. Coordinate the scheduling of all long term suspension hearings, select a community volunteer and school administrator to serve on each hearing board panel.
7. Responsible for communicating with parents/guardians and school administrators regarding the scheduling of all long term suspension hearings.

8. Communicate with school administrators, attorneys and parents regarding long term suspension and expulsion issues as needed.
9. Assist in formulating and disseminating all letters regarding hearing schedules, hearing notifications, long term suspensions and hearing deliberations.
10. Review and ensure the accuracy of outgoing correspondence, records and reports regarding long term suspension matters.
11. Serve as the hearing secretary for each long term hearing and maintain audio tape record of the hearing.
12. Order and maintain supplies and materials necessary for the Hearing Board operation.
13. Responsible for communicating with parents/guardians and school administrators regarding the scheduling of all long term suspension hearings.
14. Compile packets and exhibits for Board of Education Student Appeal and Expulsion Hearings. Process long term suspension packets for alternative programs.
15. Performs other related duties and responsibilities as assigned by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and precisely, both orally and in writing with school personnel parents, central office staff and others.
- Demonstrate a functional knowledge of computers and all aspects of Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret, and explain policies regulations and procedures.
- Ability to work with multiple interruptions, schedule variable work (prioritize work daily).
- Ability to compile and summarize information.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

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