

POSITION TITLE: Coordinator of Student Conduct

QUALIFICATIONS: Bachelor's degree is required. Master's degree in administration or supervision preferred. Must have a minimum of five years of experience in teaching, administration, and/or supervision; or any equivalent combination of experience and training which would provide the required knowledge, skills and abilities. Must have strong interpersonal skills, the ability to handle multiple tasks, and demonstrated leadership qualities. Must possess the ability to work under pressure and effectively plan, organize and coordinate work independently.

PERFORMANCE EXPECTATIONS: Conducts disciplinary review hearings of students. The outcomes of these hearings are documented through direct correspondence to the participants. Monitors suspensions to protect student due process rights while ensuring the rights of all parties are protected. Schedules and conducts appeal hearings. Maintains system-wide consistency in the application of Student Code of Conduct and in decisions made in the hearings. Designates behavioral conditions for return to school. Maintains fair and impartial representation of all parties involved in hearings. Advises and consults with teachers, administrators, probation officers, mental health workers, etc. about alternatives to the disciplinary review hearing process. Assists in the staff development regarding school discipline. Performs other job related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Assists the Hearing Officer in the management of the division-wide implementation of the Code of Conduct in compliance with policies and procedures of the School Board as well as all local polices, state and federal statutes. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Hearing Officer

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt