

DIRECTOR OF STUDENT AFFAIRS AND PLACEMENT

Code No: 3-19-003

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the City School District responsible for managing student placement for specific educational programs, as well as overseeing disciplinary hearings including scheduling, notifying, and conducting activities related to long-term suspensions. The employee reports directly to and works under the general supervision of the Supervising Director of School Administration and Support Services. General supervision is exercised over an administrative and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Schedules, notifies and conducts disciplinary hearings and prepares written reports, making appropriate assignments and referrals;

Administers and conducts due process activities related to long-term suspension;

Manages student placement for Special Education, Open Enrollment, Special Language Classes, Disciplinary Transfers, and Magnet Schools;

Plans and implements desegregation efforts including supervising and monitoring administrative policies and procedures in regard to desegregation;

Meets with parents, community groups and agencies to interpret City School District policies of Student Affairs and Placement;

Develops and coordinates activities of the Board of Education's Student Advisory Board;

Prepares and maintains required reports for Federal, State and local agencies;

Monitors City School Districts compliance to Federal, State and local regulations;

Maintains student suspension records;

Prepares and distributes statistics related to student suspensions;
Serves as City School District liaison to local community agencies;

Assists in developing suspension policies;

Provides training and assistance to in-service administrators on discipline and suspension policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND Personal CHARACTERISTICS:
Thorough knowledge of due process procedures as related to New York State Law 3214; thorough knowledge of the New York State Education Law and elementary and secondary administrative policy and procedure as they relate to suspensions and long-term hearings; good knowledge of the City School District's policy and administrative procedure for student discipline, suspension

and reassignments; good knowledge of placement policies and procedures; good knowledge of City School District policies related to desegregation; good organizational skills; ability to plan, organize and conduct due process hearings; ability to communicate effectively; ability to establish and maintain effective working relationships; ability to work with children and adolescents; multicultural awareness; thoroughness; dependability; integrity; good judgement; tact, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in an urban education setting involving work in the areas of due process involving student discipline and student placement; OR,
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Any combination of training and experience as described by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 13, 1994