

HEARING OFFICER

Code No. 4-18-292

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting hearing in long-term student suspension cases for both handicapped and non-handicapped students for the City School District. The employee is responsible for determining guilt or innocence in student suspension hearings and recommends appropriate academic placement following the hearing. The employee reports directly to and works under general supervision from the Assistant Director of Student Equity and Placement. Supervision is not a responsibility of this class. 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)

Conducts long-term student suspension hearings;

Maintains and submits long-term suspension data as required;

Participates in the annual review of the student discipline policy, guidelines, and procedures;

Assists in the implementation of the weapons diversion program;

Assists in the preparation of findings of guilt or innocence and school placement recommendations for the Superintendent of Schools;

Assists in coordinating placement of suspended students with the Supervising Director of Student Equity and Placement;

Assists in the maintenance of all long-term suspension records as required by law;

Attends meetings as necessary relating to student discipline.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the New York State Education Law and elementary and secondary administrative policy and procedure as related to suspensions and long-term hearings; thorough knowledge of the City School District's policy and administrative procedure for student discipline, suspension, and reassignments; ability to evaluate and pass judgment on student suspension cases and to make subsequent student placement recommendations; ability to establish effective working relationships with District staff, various advocacy groups/organizations, Monroe County Legal Assistance, New York State Division for Youth, and Monroe County Family Court; ability to investigate suspension cases; ability to plan, organize and conduct due process hearings; ability to understand, interpret and appropriately act upon state and school district policy and procedures concerning student due process functions; ability to communicate effectively both orally and in writing; organizational ability; good judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma plus, EITHER,

- (A) Graduation from a regionally accredited college or university with a Bachelor's degree in education, social work, or human services, plus one (1) year paid full-time or its part-time equivalent experience in youth service work involving the instruction or counseling of youth or youth advocacy; OR in administrative work involving the development and execution of elementary and/or secondary educational programs or services; OR,
- (B) Graduation from a regionally accredited college or university with an Associate's degree in human services or social work, plus three (3) years of experience as described in (A) above; OR,
- (C) Five (5) years of experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) 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: November 19, 1987

REVISED: January 19, 1995