

ASSISTANT DIRECTOR OF STUDENT EQUITY

Code No.: 940039

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position in which the incumbent is responsible for coordinating and conducting long-term student suspension hearings for both handicapped and non-handicapped students for the City School District. The employee directs all administrative functions related to long-term suspension hearings and acts as a hearing officer. As hearing officer, the employee determines guilt or innocence of the student and subsequently ensures academic placement following the hearing. The incumbent provides technical advice to a staff of appointed hearing officers. General supervision is received from the Supervising Director of Student Equity and Placement. 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.)

Directs all administrative functions related to long-term suspension hearings, including notification, scheduling and determination procedures;

Coordinates administrative due process activities with Supervising Director of Student Equity and Placement, Chair of Committee on the Handicapped, Language Assessor, District Compliance Officer and Legal Council's Office;

Supervises long-term suspension hearings;

Conducts long-term suspension hearings;

Prepares findings of guilt or innocence and recommendations for the Superintendent of Schools for placement and disposition;

Coordinates placement of suspended students with Supervising Director of Student Equity and Placement;

Supervises the maintenance of all long-term records as required by law;

Acts as a liaison with agencies, advocates, officers and alternative instructional programs involved with disruptive students and their families;

Recommends the appointment of hearing officers;

Trains and counsels appointed hearing officers;

Assesses the performance of hearing officers and reviews performance with Supervising Director of Student Equity and Placement;

Attends meetings relating to student discipline;

Participates in the design and review of District-wide discipline codes and suspension policies.

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 they relate 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 assess the abilities of appointed hearing officers; ability to evaluate and pass judgment on student suspension cases and make subsequent student placements; ability to establish effective working relationships with various advocacy groups/organizations such as Youth Advocacy, Monroe County legal assistance, New York State Division for Youth; Monroe County Family Court; ability to investigate suspension cases; ability to plan, organize and conduct due process hearings; ability to understand, interpret and translate state and school district policy and procedure concerning student due process functions; ability to communicate effectively both orally and in writing; organizational ability; good judgment; tact; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma, plus, EITHER:

- (A) Graduation from a regionally accredited college or university with a Bachelor's degree in Education, Human Services, Social Work, or closely related field plus four (4) years of experience in responsible youth service work involving the instruction or counselling of youth or in responsible administrative work involving the development and execution of elementary and/or secondary educational programs; OR,
- (B) Graduation from a regionally accredited college or university with an Associate's degree in Social Work, Human Services or closely related field plus six (6) years experience as described in (A); OR,
- (C) Graduation from a regionally accredited college or university with an Associate's degree, plus seven (7) years of experience as described in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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 12, 1981

REVISED: November 19, 1987