



EMPLOYEE NAME:

Created : 10/22

JOB DESCRIPTION

POSITION TITLE: Hearing Officer	JOB CODE: 448A (Cert), 448B (Class)
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Office of Student Discipline	WORK DAYS: Annual Administrative Employees
REPORTS TO: Director of Student Discipline	PAY GRADE: CS1 or NK03
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves as the District Hearing Officer for student discipline hearings.	

REQUIREMENTS:

1.	Educational Level: Master Degree or above
2.	Certification/License Required: Valid Georgia Leadership Certificate or Membership in the State Bar of Georgia
3.	Experience: 3 years experience in a leadership/supervisor role and experience with school or court hearings
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication;

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Directs and conducts student disciplinary hearings.
3.	Communicates and collaborates with attorneys in preparing for student disciplinary hearings.
4.	Assists in providing current professional information to school principals concerning student discipline.
5.	Prepares briefs for or participates in appeals to the local and/or State Board of Education.
6.	Assists with the preparation and review of monthly and yearly discipline reports.
7.	Assists in conducting training for administrators who participate in student due process disciplinary hearings.
8.	Assists with the creation and revision of all student discipline policies.
9.	Advises the Compliance, Legal and Legislative Officer in building partnerships with law enforcement and judicial entities.
10.	Assists with the review and revision of student hearing procedures.
11.	Provides feedback to school administrators and district counsel following student discipline hearings.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____