

Killeen Independent School District Job Description

Job Title: Director for Student Hearings
Reports To: Executive Director for Student Services
FLSA Status: Exempt

SUMMARY

Supervises and helps administer the district's discipline program and attendance in order to provide sound educational support for KISD students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates the activities of the district's attendance officers.

Drafts and prepares policies, procedures, and regulations as directed by the Executive Director for Student Services.

Prepares and reviews reports, speeches and correspondence as assigned by the Executive Director for Student Services to include disciplinary reports and attendance reports.

Coordinates and assists with the development of budgets for assigned areas of responsibility.

Reports problems regarding the district, which require awareness for action, to the Executive Director for Student Services.

Coordinates assistant principal professional development program in the area of discipline and attendance.

Responds to and resolves parents' complaints and student-related problems in the area of discipline and attendance.

Audits school disciplinary procedures.

Serves as the district's hearing officer for discipline cases.

Serves as the district's Title IX Coordinator for student-to-student cases of sexual harassment.

Serves as the point of contact for issues related to child custody, discipline, and attendance.

Coordinates and provides supervision for the District Attendance Committee.

Collects, previews, and compiles discipline data on Discipline Action Report.

Leads the district's discipline management task force and revises KISD student Code of Conduct.
Audits school attendance procedures.

Selects, trains, and supervises alternative hearing officers for district level discipline hearings.

Assists the Executive Director for Student Services with special projects and general administrative operations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the activities of employees in the Student Hearings Office, to include the district's attendance officers. Is responsible for the overall direction, coordination and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and three years school administrator experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.