

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Student Conduct Hearing	REPORTS TO:	Executive Director, Prevention and Intervention
DEPARTMENT:	Prevention and Intervention	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Student Services Hearing Specialist)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, coordinate and manage assigned functions relating to administrative panels and readmissions to provide students access to high quality options to stay in school on target to graduate; prepare appropriate documents as required in support of educating students at a high level; ensure compliance with applicable federal, State and local laws, rules and regulations; supervise, evaluate and provide clear work direction of assigned staff to provide timely delivery of high quality services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

Plan, organize, monitor and manage the assigned functions related to all areas of the expulsions process to provide timely delivery of high quality services to meet the needs of students, families and sites. *E*

Identify appropriate intervention services for students with identified behavioral concerns; develop recommendations for student placement with the goal of educating each student in the least restrictive environment, make arrangements with Alternative Education for student placements as necessary. *E*

Provide appropriate opportunities for staff development of District personnel to clarify the requirements and procedures of the expulsion process; assist school site staff with procedures utilized during expulsion requests; prepare and distribute charts, posters, booklets on disciplinary procedures for families and schools. *E*

Prepare, gather, compile, and analyze data relative to District expulsions, suspended expulsions, readmissions, and appeals to the Fresno County Board of Education ; make timely recommendations for programmatic changes to District disciplinary processes to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Participate in the development of goals and objectives for assigned functions in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with applicable federal, State, and local laws, rules and regulations. *E*

Collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; counsel and provide recommendations as necessary. *E*

Read and review legal updates, Administrative regulation and Board policy revisions, Board and cabinet minutes and other communications to maintain current knowledge of rules, regulations requirements and restrictions related to the expulsion process; interpret and implement relevant statutes, policy, regulations, and case law regarding discipline and custody issues. *E*

Participate in workshops and training to maintain current knowledge of regulations and requirements and best practices to ensure compliance. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide constructive feedback to improve staff effectiveness; provide for training and development of employees in support of professional learning. *E*

Explain administrative panel procedures and services that are available to families and students. *E*

Arrange panels for expulsion hearings and present expulsion cases to District Board; conduct readmission hearings; represent the District at appeal hearings to County Board of Education, collaborate with other school districts throughout the state, as well as courts and law enforcement, making referrals to outside agencies, as necessary. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years experience relating to school attendance and implementation of discipline policies and/or the equivalent of at least three years of legal experience or the study of law.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of business functions of a department.
State/local laws about school attendance, discipline, transfers, student due process and S.A.R.B.
Outside agencies available to serve needs of "at risk" students and local law enforcement and social service agencies.
Oral and written communication skills.
Research methods and report writing techniques.
Applicable laws, codes, policies, procedures, rules and regulations related to assigned activities.
Labor Relations law and employee contracts.
Analytical and problem solving abilities.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer to enter data, maintain records and generate reports.
Principles and practices of management.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer business functions of the District.
Provide forceful support of District policies and procedures and existing laws.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Communicate, understand and follow both oral and written directions.
Plan and organize work to meet schedules and time lines.
Make presentations and deliver in-services in area of specialty.
Work independently and effectively with minimum direction.
Analyze and prepare comprehensive narrative and statistical reports.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and/or software programs to apply to current work.
Effectively establish and maintain cooperative and collaborative working relationships with a diverse range of people.
Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.
Supervise and evaluate the performance of assigned staff.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Manage change and design an effective system of reporting progress and monitoring results.
Focus and appropriately allocate resources toward identified goals.

Negotiate skillfully in difficult situations and create solutions to promote compromise.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work. contact with dissatisfied or abusive individuals; constant interruption; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipments; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions