

**Hernando County School Board**  
**Florida**

FLSA: Exempt, Non-Union

<b>DISCIPLINE HEARING OFFICER</b>
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**Required Qualifications:**

- Masters Level in Educational Leadership
- Must have comprehensive knowledge of the Student Code of Conduct
- 4+ years progressive professional level experience working with education programs, placement and hearings, or a related field that includes discipline and behavior
- Must hold a valid Florida driver's license

**Desired Qualifications:**

- School Administration experience preferred

**Performance Responsibilities:**

- Serves as Hearing Officer for the District. Ensures expulsion hearing process is conducted according to Board policy
- Presides over student discipline due process hearings wherein the Superintendent has recommended that a student be expelled for violations of the Student Code of Conduct
- Collaborates closely with Director of Student Services
- Assists with planning and implementation of District Discipline Program
- Monitors student behavior data and develops interventions for improvement
- Makes recommendations for additional programs to district administration utilizing needs assessment data and observations
- Coordinate/conduct Alternative Education Program placement and expulsion hearings. Confers with Special Education Department regarding the discipline of special education students, as appropriate
- Provide effective two-way communication with the Student Services Office and campus administration
- Provide input to the development and revisions of the HCSD Student Code of Conduct Handbook; ensure handbook adheres to both district policy and governmental regulations concerning campus operations
- Represents the school district at professional meetings and conferences when assigned
- Conducts in-service programs, when assigned, for principals, assistant principals and personnel in the area of student discipline and student services
- Works with school administrators and teachers in ensuring equitable and effective discipline and safety protocols
- Responsible for the maintenance of systems for retrieval of discipline information
- Prepare and participate in expulsion appeals to the Board as needed

- Develops and disseminates information to the public concerning school district discipline programs and alternatives to expulsion
- Serve as resource for campus administrators and other staff regarding interpretation of and implementation of the HCSD Student Code of Conduct
- Serves on the District Reunification Team
- All other duties as assigned by the Director of Student Services

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Student Services

**Evaluation:**

Annual evaluation done by the Director of Student Services

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Level F

**Job Code:**

72007

Board Approved:

Revised: