

JOB TITLE
ASSISTANT DIRECTOR
STUDENT DUE PROCESS

DIVISION
DIVERSITY, EQUITY, AND
POVERTY PROGRAMS

REPORTS TO
DIRECTOR II
(STUDENT DUE PROCESS)

SALARY SCHEDULE & GRADE
IV, GRADE 10

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Works with student disciplinary matters in the schools, and works with school and district staff to ensure consistent application of disciplinary procedures.

PERFORMANCE RESPONSIBILITIES

1. Processes all local school and board suspensions from local school administrators within the monitoring codes, Board of Education suspension procedures, and maintains within the office files records of all local schools and systemwide service office suspensions.
2. Advises local school administrators, parents, and students as to the correct procedures for use of the "Uniform Code of Student Conduct" including due process, and the processing of complaints.
3. Counsels with students who have been suspended and their parents, seeking alternative placement when necessary, including the processing of pre-expulsion conferences.
4. Coordinates and approves the placement of students by the Buechel Metropolitan High School in local school programs, and serves as an adviser to those local school administrators.
5. Maintains a working knowledge of procedures of "out-of-system" and "in-system" agencies and seeks out those agencies in an effort to serve the students.
6. Assists the local schools in working with the pupil personnel investigations officers.
7. Serves as the chairperson for the pupil hardship transfer appeal committee.
8. Assists the Assistant Director Student Services in conducting the affairs of the unit.
9. Develops new, creative approaches to local school discipline/behavior management plans.
10. Performs other duties as assigned by the designated director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with Kentucky Certification in Administration and/or Supervision, Secondary Guidance Counselor, or Director Pupil Personnel
2. Ability to communicate effectively with clients from a variety of ethnic and cultural backgrounds
3. Working knowledge of community and state resources

DESIRABLE QUALIFICATIONS

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