

## ADMINISTRATIVE HEARING OFFICER

### Definition

Serves as the school division's administrative hearing officer; hears appeals from the school or cluster level and renders decisions; prepares documentation for the School Board; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Implements divisionwide student discipline procedures and practices to include appropriate application of legal, policy, and regulation requirements; reviews discipline cases and appeals to ensure completeness of documentation submitted, including due process measures and special education eligibility; maintains flexibility to ensure scheduling of hearings within legal time lines; conducts administrative hearings; reviews, with appropriate assistant superintendent or cluster director, any alternative recommendations; renders a decision on each case and communicates decision in writing to parties involved; if decision is appealed to the School Board, prepares and forwards a statement of the administrative position; and ensures that appropriate follow-up information is provided in the school system and to county agencies.

### Supervision Received/Given

Receives general supervision from the division superintendent. Oversees the recruitment, screening, selection, assignment, supervision, and evaluation of personnel in assigned office. Provides guidance and assistance to full-, part-time, and/or hourly employees at the professional, technical, and administrative levels.

### Education/Experience/Skills

Postgraduate Professional License (master's degree) with endorsements in administration and supervision preK-12 (doctoral degree desirable), plus seven years of progressively more responsible experience in teaching, supervision, and administration, some of which shall have been as a principal and/or director; or equivalent education and experience. Broad knowledge of Fairfax County Public Schools organizations, policies, practices, and personnel; comprehensive knowledge of laws, rules, and regulations related to student behavior and conduct and rights and responsibilities including disciplinary appeal processes; ability to manage a divisionwide appeal process and to conduct administrative hearings and prepare documentation for School Board hearings; ability to communicate effectively, both orally and in writing; and excellent administrative and human relations skills.



**Revised:** January 2004  
**Established:** February 1996