

ASSISTANT ADMINISTRATIVE HEARING OFFICER

Definition

Serves as the primary assistant to the administrative hearing officer; hears appeals from the school or cluster level and renders decisions; assists with preparation of documentation for the School Board; monitors placement of students in alternative programs; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Assists with the implementation of divisionwide student discipline procedures and practices to include appropriate application of legal, policy, and regulation requirements; acquires and maintains information regarding alternative programs, and coordinates placement of students removed from their base school to ensure appropriate instructional services and educational opportunities as mandated by law, actively monitors placements in alternative programs; assists with the review of discipline cases and appeals to ensure completeness of documentation submitted, including due process measures and special education eligibility; conducts administrative hearings, as assigned; reviews, with appropriate assistant superintendent or cluster director, any alternative recommendations; recommends disposition on each assigned case and communicates approved decision in writing to parties involved; and if decision is appealed to the School Board, prepares and forwards a statement of the administrative position.

Supervision Received/Given

Receives general supervision from the administrative hearing officer. May participate in the recruitment, selection, assignment, supervision, and evaluation of lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Postgraduate Professional License (master's degree) with endorsements in administration and supervision preK-12 (doctoral degree desirable), plus six years of progressively more responsible experience in teaching, supervision and administration, some of which shall have been as an assistant principal and/or coordinator; or equivalent education and experience. Broad knowledge of Fairfax County Public Schools organization, 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 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:
Established:

January 2004
June 1996