

## Job Description

**Job Title:** Administrative Secretary III –Student Conduct & Discipline **Supervisor:** Program Administrator of Student Conduct and Discipline  
**Position Code:** **Pay Grade:** 25  
**Job Classification:** Non-Exempt **Contract Length:** 245 Days

### Job Summary

Position is responsible for providing clerical support for the Office of Student Conduct and Discipline. Position performs a variety of functions to include answering telephones, greeting visitors, answering inquiries, sorting and distributing mail, processing Administrative Discipline Hearings and scheduling appointments.

### Essential Duties

1. Greets and assists all visitors to the departments, ascertaining the nature of their business and referring them to the appropriate person.
2. Appropriately screens visitors and telephone calls, ability to accurately prioritize calls of an emergent nature as received from building leaders.
3. Prepares documents for Administrative Discipline Hearings, reviews for accuracy and ensures that recommendations follow best practices. Prepares and maintains spreadsheets of Hearings.
4. Makes photocopies and uses other office equipment (copier, fax, and printer) as necessary. Sorts and distributes incoming mail for the departments.
5. Orders and maintains adequate supplies and other necessary materials and documents.
6. Receives, inventories, sorts, and distributes Multi-Tiered Systems of Support professional development materials and supplies.
7. Prepares long-term suspension and expulsion packets for processing, contacts administrators at the direction of the Program Administrator of Student Discipline to receive clarifying documents such as MDRs, threat assessments or controlled substance field tests.
8. Receives and logs all communication with families. Provide detailed summaries of phone calls from families and administrators regarding Code of Conduct, safety concerns, and discipline appeals.
9. Uses the MUNIS system for purchasing, and other functions.
10. Mails and files Community Charges letters. Prepares and maintains spreadsheets of Community Charges.
11. Assists in initiating and maintaining assigned files, cross-reference files and file categories including updated policies and procedures related to student discipline from local, state, and federal laws.
12. Summarizes disposition notices from Court Services. Provide Program Administrator of Student Discipline with final disposition, current enrollment status, and charges. Maintain file of Court Service notifications.
13. Communicate with School Leadership regarding inquiries from Parole Officers, Police, and Hearing Officers in other school divisions and other community officials. Able to maintain respectful relationships with community partners while respecting the boundaries of FERPA information.
14. Prepares presentations and documents for professional developments, work sessions, and reports to the Superintendent and School Board and other letters pertaining to the Office of Student Conduct & Discipline.
15. Communicate with other departments to acquire annual updates to the Rights and Responsibilities Handbook. Maintain a list of changes and assist with the preparation and publication of the Handbook.
16. Schedule Administrative Discipline Hearings, update Hearing Officer's calendar, and provide reminders of appointments to families when needed.
17. Assist families in completing documentation for CAMP program. Share signed contracts with Student Advancement.
18. Communicate results of Administrative Discipline Hearings to zoned school, Special Education Supervisors, and School Leadership.
19. Maintains a high level of confidentiality.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

- 1. Performs other duties as assigned by Program Administrator of Student Conduct and Discipline.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Must possess a high school diploma or equivalency. Some college coursework preferred. Bilingual preferred. Must possess knowledge of standard office practices, procedures, and clerical techniques. Must possess a demonstrated record of success in dealing with the public in a front office position. Must possess the ability to speak clearly to communicate with visitors, administrators, and employees. Must be proficient in Microsoft Office. Must possess a knowledge of, or the ability to accurately, and quickly learn to operate multi-line telephone console, computer, and office equipment. Must possess excellent communication skills necessary to positively interact with visitors, administration, and employees.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator of Student Conduct and Discipline

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary III – Student Conduct & Discipline will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator of Student Conduct and Discipline. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date