

Newburgh Enlarged City School District
Job Description

TITLE:	Supervisor of Registration and Student Hearings
REPORTS TO:	Assistant Superintendent for Human Resources
QUALIFICATIONS:	<ul style="list-style-type: none"> • New York State School District Administrator Certification (SDA) or School District Leader Certification (SDL) required. • Master's Degree required. • Experience with the registration of students in public school setting required • Working knowledge of the District's Code of Conduct and New York State Education Law 3214, IDEA, FERPA preferred
JOB GOAL:	<p>This position will provide leadership in planning, developing and coordinating effective protocols and procedures in the expedited registration and placement of student.</p> <p>This position will also serve as the District Hearing Officer for student suspension cases and as such will comply with all State and Federal regulations governing this process and ensure compliance with such regulations.</p>
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Formally coordinates, collaborates and communicates priorities with school leaders on a regular basis • Conducts student lotteries as necessary. • Manage and ensure integrity and privacy with regard to requests for student records. • Conducts analysis of enrollment trends and formally presents findings to the Board of Education on an annual basis. • Meets with parents as it concerns student residency issues. • Conducts student disciplinary hearings and completes all related documentation in the mandated time frames • Maintains or develops a confidential system for the recording of the student disciplinary matters. • Compiles information and data on the outcomes of student hearings. • Works with the Director and/or Supervisor of Special Education to ensure a student with disabilities rights are protected during a disciplinary proceeding. • Supervises and evaluates staff assigned to the registration department. • Other duties as assigned by the Assistant Superintendent for Human Resources