

DUE PROCESS TECHNICIAN

DEFINITION

Under general supervision, performs tasks as they relate to the processing of hearings related to severance of attendance, including Board of Education hearings; performs highly complex and responsible clerical work; interprets policy, administrative regulations and state law; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents of this position are required to exercise a high degree of judgment, discretion, and initiative. They must have a wide knowledge of district, state, and federal laws pertaining to student due process, and must be able to apply this knowledge in the performance of their assigned tasks as well as to relate this information to the public and staff members.

ESSENTIAL FUNCTIONS

Assists in the coordination of expulsion panel hearings and ensures the appropriate recordation of such hearings.

Assists in the facilitation of student re-enrollment hearings following severance of attendance by Board actions.

Applies appropriate laws and policies to the due process procedures and meets all legal deadlines.

Assures that appropriate documentation for the processing of all student due process hearings is completed.

Prepares correspondence independently from notes, instructions, or own knowledge of the matters involved for signature of supervisor.

Works with other offices in the school system and coordinates reports to meet time schedules.

Receives, compiles, and types material for studies, records, and memoranda, bulletins, reports, and other documents.

Initiates and answers telephone calls.

Makes appointments and interviews callers including teachers, administrators, parents, or other persons; either furnishes desired information or assistance or refers caller to proper authority.

May supervise clerical assistants.

QUALIFICATIONS

Knowledge of:

School law, including California Education Code sections related to student due process. Modern office methods and practices, including computer systems and related software, filing systems, receptionist and telephone techniques, business forms, letter writing, proofreading, report writing and typing techniques.

Ability to:

Learn, interpret, and apply school district policies, laws, rules and regulations; prepare legal documents for presentation to the Board of Education, district and county personnel, and/or legal representatives; interpret laws related to student due process; analyze, synthesize and record oral and tape testimony; exercise good judgment in a variety of situations; work well under pressure of deadlines and with frequent interruptions; compose correspondence independently; work independently, effectively and responsibly with a wide variety of difficult and stressful situations and personalities requiring diplomacy, friendliness, poise and firmness; maintain cooperative relationships with those contacted in the course of work; understand and carry out complex oral and written instructions; take dictation at a speed of 100 words per minute and transcribe it accurately or transcribe accurately and efficiently from a dictating machine; type at a speed of 60 words per minute from clear legible copy.

Experience:

Four years of broad, varied, and increasingly responsible experience in administrative assistant work, preferably in the field of public education and/or in the legal field. (A maximum of two years of college education in public education, or in public or business administration may be substituted for experience on a year-for-year basis.)

Education:

Equivalent to completion of two years of college, desired.

Board approval: September 18, 1997