



Job Description

Job Title: Court Liaison for Student Conduct and Discipline **Supervisor:** Program Administrator for Student Conduct and Discipline
Position Code: 2E22 / BE22 **Pay Grade:** 35
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

Position is responsible for providing services to the courts and Newport News Public Schools. Oversees the communication between schools and the courts in cases of student involvement in the court system.

Essential Duties

1. Maintains fidelity in the implementation of the NNPS 8-Step Process for Community Charges.
2. Serves as a communication link between NNPS and court services/judges.
3. Meets with students and families at the request of judges and/or court services and documents visits.
4. Refers students and families to community resources and documents referrals.
5. Makes educational placement recommendations for students with community charges.
6. Provides school information directly to court for students before the Juvenile and Domestic Relations Courts.
8. Compiles all available information on students transitioning from the Department of Juvenile Justice and determines the appropriate school placement.
9. Provides requested student educational information and assessments for the courts and associated agencies following established NNPS records management procedures.
10. Serves as an active participant in related community partnerships.
11. Provides schools with information regarding the status of students before the courts on school related and non-school related matters.
12. Coordinate any other activity needed between NNPS and the courts in cases of student involvement in the court system.
13. Assists School Leadership and building administrators to help ensure compliance with local, state, and federal laws, regulation, and procedures for student discipline and community charges.
14. Serves as a hearing officer for administrative discipline hearings and re-entry hearings as needed.
15. Participates in the Discipline Review Committee process as needed.
16. Supports in all matters pertaining to the development and implementation of a consistent Multi-Tiered System of Support (MTSS) model of tiered intervention processes and procedures across the division.
17. Models nondiscriminatory practices in all activities.
18. Maintain a high level of confidentiality.

(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 any other related duties as assigned by the Program Administrator of Student Conduct and Discipline or other appropriate administrator.

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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a bachelor's degree in education or a related field and related experience. Master's preferred. Must possess a thorough knowledge of laws and regulations related to student discipline and community charges. Must possess the ability to establish and maintain effective working relationships with administrators, teachers, students,

the community, and administrative staff. Must possess excellent oral and written communication skills, and the ability to develop positive working relationships with a diverse population of students, parents, faculty, staff, administrators, and the public. Must possess skills in the use of personal computers to input data, track participants, organize, document activities, and produce reports.

Working Conditions & Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; 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 for 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 Court Liaison for Student Conduct and Discipline will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator for Student Conduct and Discipline or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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08/2025