



Job Description

Job Title: Program Administrator III,
Student Conduct and Discipline

Supervisor: Chief Schools Officer

Position Code:

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for assisting the Chief Schools Officer in the planning, developing, implementing, and monitoring division-wide student support efforts for PK-12. Position assists with supervising staff, creating a safe environment, monitoring student discipline, providing compliance support, and other duties associated with student conduct and discipline.

Essential Duties

1. Administers the student conduct and discipline program and processes in cooperation with the Chief Schools Officer.
2. Assists with interpreting and enforcing all school board policies and administrative regulations related to student conduct and discipline.
3. Ensures that federal/state timelines are met; maintains confidential records of student conduct and discipline.
4. Communicates productively, confidentially, and effectively with staff, school administrators, parents, and students.
5. Build positive and trusting relationships with staff, school administrators, and families.
6. Provides guidance to school administrators and serves as a resource regarding disciplinary actions.
7. Assists with analyzing behavior data and identifying appropriate behavior supports and interventions.
8. Oversees placement and/or referrals of students for inappropriate behavior after the hearing process; also provide support for the re-entry process.
9. Assists the Chief Schools Officer in the supervision and performance evaluation of all staff assigned to the Department of Student Conduct and Discipline.
10. Assists the Chief Schools Officer with preparing and administering the budget and finances for student conduct and discipline.
11. Develops and implements staff development activities and opportunities.
12. Prepares reports and records related to student conduct and discipline.
13. Support the school division in emergency response strategies as needed in the event of an emergency.
14. 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. Assists the Chief Schools Officer with interviewing and recommending qualified candidates for vacancies in the Department of Student Conduct and Discipline.
2. Performs any other related duties as assigned by the Chief Schools Officer or 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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Must possess a Master's degree with experience in the areas of student conduct and discipline preferred. At least three years of successful experience as an administrator with some experience at the building level preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices of student conduct and discipline. Must possess the ability to assist with administering and managing the operation of the department. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

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. Exhibit manual dexterity to dial a telephone, enter data into a computer, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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 a school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Chief Schools Officer

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator III, Student Conduct and Discipline will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Schools Officer or 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

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

Employee Name (Print)

Signature

Date

08/2025