

JOB POSTING
REGIONAL – OFFICE OF SCHOOL INTERVENTION AND DEVELOPMENT

Job Title: Suspension Hearing Officer
Civil Service Title: Agency Attorney (Level 2)

Salary Range:
\$55,760 (New Hire Minimum)
\$63,009 – \$82,903
(Subject to Collective Bargaining)

Reporting to the Supervising or Lead Suspension Hearing Officer, the Suspension Hearing Officer will preside at and oversee student suspensions within one or more instructional regions for students in general education programs and of those with disabilities.

Duties and Responsibilities:

- Presides at student suspension hearings and other administrative proceedings of students suspended by the Regional Superintendent; administers oaths; hears testimony on the charge(s) brought against students; examines witnesses and tests the credibility of their testimony; examines documentary and other real evidence; applies the rules of evidence; and rules on evidentiary and other objections.
- Issues subpoenas.
- Conducts pre-hearing conferences at one or more sites to explain student rights and the hearing process and accepts and processes pleas of “No Contest.”
- Communicates with private and public legal and advocacy personnel, including individual attorneys/advocates representing suspended students.
- Communicates with parents/guardians regarding suspension-related issues.
- Maintains contact with various guidance counselors and other members of the pupil personnel teams.
- Makes recommendations to the Regional Superintendent as to the findings of fact and appropriate measures of discipline and prepares decision letters for their approval.

Minimum Selection Criteria

Admission to the New York State Bar **AND** one (1) year of United States legal experience subsequent to admission to any state bar.

The following qualifications are also preferred for the position:

- Additional experience in the areas listed above.
- Ability to write clearly and concisely.
- Ability to rapidly understand provisions of applicable law and regulations.
- Excellent research, analytic and communication skills essential.

NOTE: Selected candidates must remain Members of the New York State Bar in good standing for the duration of their employment.

Application

Please send cover letter and resume, postmarked no later than **February 2, 2007**, to:

Les Matuk
Department of Education
52 Chambers Street, Room 210
New York, New York 10007

OR

by e-mail to:

imatuk@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/oee>
Please Post