

JOB DESCRIPTION

Job Title Discipline Clerk
Reports to Executive Director
Dept/School Student and Parent Services

Job Title Code 416630
Wage/Hour Status Non-Exempt
Pay Grade 306
Date Revised January 27, 2025

Primary Purpose

Assist department staff members by answering telephone and directing messages, typing, filing, processing reports, discipline reports, and preparing board packets.

Education/Certification

- High School Diploma/GED or higher education from an accredited institution of higher learning

Special Knowledge/Skills

- Passing scores on District's clerical tests
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications
- Knowledge of the Student Code of Conduct and Chapter 37 of the Texas Education Code

Experience

- Three (3) years related experience

Major Responsibilities and Duties

1. Schedule Level 2 parent complaint hearings.
2. Maintain internal schedule log for all parent complaint hearings.
3. Ensures all Level 2 parent complaints are scheduled timely according to EPISD district policy.
4. Script Level 2 parent complaint hearings and produces minutes for each meeting.
5. Manage the storage of self-audits, discipline records, restraint records and bullying files.
6. Prepare, issue, and distribute discipline reports.
7. Open and route incoming mail and answers correspondence on discipline.
8. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
9. Use judgment and discretion in planning work details.
10. Prepare discipline records for expunction and return the court notification form.
11. Monitor the return of discipline audit reports when discrepancies are noted.
12. Prepare the discipline self-audit schedule.
13. Communicate with court liaison regarding student dispositions and students detained at Juvenile Probation Department.
14. Communicate with Juvenile Justice Alternative Educational Placement Administrator regarding placements.
15. Assist Administrator with discipline audits.
16. Assist in the review of campus discipline management plans.
17. Send arrest notifications to campus administrators.
18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer, printer, fax machine, copier, typewriter, adding machine/calculator, multi-line telephone, rotomat.



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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.