

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Division

### **DIRECTOR II – DIVERSITY AND AFFIRMATIVE ACTION PROGRAMS**

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Reference Code: A005

Division: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: Range 43 on the Unified Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to plan, organize, control, and direct operations and activities related to district-wide Diversity and Affirmative Action programs; conduct internal investigations in response to complaints and inquiries from Clark County School District employees and applicants concerning discrimination. This position is directly responsible to the Superintendent of Schools.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plan, organize, control, and direct operations and activities related to district-wide Diversity and Affirmative Action programs; provide district-wide services in the enforcement of the Civil Rights Act of 1964 and 1991, Americans with Disabilities Act (ADA), Age Discrimination Act and Rehabilitation Act; coordinate and direct the implementation of the District Affirmative Action Plan; assure compliance with related laws, codes, regulations, policies, and procedures.
2. Conduct internal investigations in response to complaints and inquiries from District employees and applicants concerning discrimination in the areas of race, religion, national origin, ancestry, disability, age and sex; interview District employees; review and analyze records; research legal precedents, legislature, laws, regulations and similar cases; provide final recommendations and initial corrective actions concerning the resolution of complaints such as disciplinary action, transfers, written directives, accommodations, and dismissal.
3. Coordinate and direct response to requests from disabled District employees for reasonable accommodations; analyze employee disabilities, ADA requirements and District resources in determining appropriateness of employee requests; approve or deny requests according to established guidelines, procedures, and requirements; provide recommendations and assure proper implementation of reasonable accommodations.
4. Respond to formal complaints filed against the District with the Equal Employment Opportunity Commission and Nevada Equal Rights Commission; investigate various harassment complaints, as necessary; resolve related issues and conflicts.
5. Organize, direct, and participate in the compilation of data and preparation of special reports related to student diversity including sexual, racial, and ethnic composition of the District student population.
6. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to employee complaints, cases, students, personnel, accommodations, recommendations, job classifications, financial activity, and assigned duties.
7. Develop and prepare the annual preliminary budget for Diversity and Affirmative Action programs and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
8. Provide technical expertise, information and assistance to the Superintendent of Schools regarding Diversity and Affirmative Action programs, complaints, investigations, and assigned activities; participate in the formulation and development of policies, procedures, and programs.
9. Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services.
10. Communicate with other administrations, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
11. Serve as a liaison between the District and various organizations and community groups concerned with equal employment opportunities for minorities, women, and individuals with disabilities.
12. Plan, coordinate, and conduct training sessions in the areas of harassment, discrimination, sexual harassment, and ADA; prepare and deliver oral presentations; direct and participate in the preparation of related training and support materials.

13. Provide technical assistance to District schools to assure students with special needs receive equal education opportunities to benefit from public programs and activities.
14. Supervise and evaluate the performance of assigned staff.
15. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Knowledge of laws, codes, regulations, policies, procedures, and standards related to affirmative action, sexual harassment, ADA, FMLA, Section 504 and other mandated requirements; attend workshops and conferences.
2. Knowledge of state and federal laws and regulations related to affirmative action and civil rights.
3. Attend and conduct a variety of meetings.
4. Oral and written communication skills.
5. Interpersonal skills using tact, patience, and courtesy.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in public administration, business administration, human resources, or related field or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Five (5) years increasingly responsible experience working with diversity, affirmative action, or similar programs.
2. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

**Preferred Qualifications:**

1. Experience in planning, organization, and direction of operations and activities related to district-wide Diversity and Affirmative Action programs.
2. Extensive knowledge of the District.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.