

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Division

### **DIRECTOR I – COMPLIANCE AND MONITORING**

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Reference Code: A352

Division: Student Services Unit

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to direct the activities of the Compliance and Monitoring Office, Student Services Unit, to ensure Clark County School District compliance with special education legal requirements and Section 504. This position is directly responsible to the Chief Compliance Officer, Student Services Unit.

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

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

1. Advise, coordinate, and provide advice and technical assistance to District staff concerning the Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), Section 504/Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), Title I, and English Language Learners.
2. Negotiate/mediate to resolve parent/District disputes including due process hearings.
3. Coordinate data gathering and collaborate with the District Legal Office on IDEA and 504/ADA administrative hearings and appeals.
4. May serve as the District's Representative during IDEA and 504/ADA administrative hearings and appeals.
5. Coordinate periodic focused monitoring in District schools to determine system-wide compliance with the IDEA, NAC, Section 504/ADA, Title I and English Language Learners.
6. Prepare for and represent the District in due process hearings.
7. Assist and advise site administrators, teachers, and special education staff on an as needed basis to problem solve, ensuring compliance with relevant special education law.
8. Provide trainings to District staff concerning the IDEA, NAC, Section 504/ADA, and Nevada Revised Statutes (NRS) 521 (aversive interventions).
9. Assist parents of special education students to fully understand their rights under the law.
10. Develop and update written procedures, policies, and forms, as needed.
11. Collaborate with staff in all units to ensure system-wide compliance with Section 504.
12. Promote awareness of relevant issues, policies, and procedures relative to Section 504 through in-service activities to internal and external audiences.
13. Review and update all District materials, forms, handbooks, etc., relative to Section 504.
14. Assist school administration and parents in dispute resolution regarding Section 504 services.
15. Coordinate data gathering for Office of Civil Rights (OCR) generated complaints, with the necessary involvement of appropriate school personnel, area superintendents, or academic managers, and work with the District Legal Office during complaint proceedings.
16. Supervise and evaluate the performance of assigned staff.
17. Perform other duties related to the position, as assigned.

#### **POSITION EXPECTATIONS:**

1. Ability to inspire, motivate, and interact with parents, teachers, and administrators.
2. Strong leadership, team building, conflict resolution, and organizational skills.
3. Ability to work cooperatively with other administrators, licensed personnel, and support staff as well as other divisions in the District.
4. Ability to lead, direct, and supervise assigned staff in a professional sensitive manner.
5. Ability to communicate effectively both orally and in writing.
6. Possess personal characteristics, including but not limited to perspective, integrity, and flexibility necessary for success as an administrator in the Clark County School District.
7. Understanding and sensitivity to the needs of students with disabilities.

8. Understanding and sensitivity to the needs of various cultural and ethnic groups of the school community.
9. Knowledge and understanding of District policies, regulations, procedures, and standards.
10. Knowledge and understanding of local, state, and federal special education legal requirements.
11. Understanding and support of the division priorities and goals.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned Master's degree or Juris Doctorate from an accredited university related to the position or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

None specified.

**Experience:**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of one (1) year of successful supervisory experience in the areas of compliance and laws, regulations governing special education and related services, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Title I and English Language Learners.

**Preferred Qualifications:**

1. Advanced legal training and/or experience.
2. Experience interpreting and applying applicable laws, regulations, and procedures related to special education compliance.
3. Successful experience as an administrator.
4. Working knowledge of all laws and regulations governing services to students with disabilities.

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

**An Affirmative Action/Equal Opportunity Employer**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.