



Executive Manager/Director III, Affirmative Action, EEO/ADA & Title IX Coordinator

Position Details

Job Code: U7102

Reference Code: A005

Division/Unit: Office of the Superintendent

Classification: Professional-Technical

Terms of Employment: At-Will, [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to handle complaints and issues related to the enforcement of the Clark County School District's Affirmative Action Plan; Federal and State Equal Employment Opportunity (EEO) Programs; Title IX of the Education Amendments Acts; Federal Title VI and Title VII of the Civil Rights Act; the Americans with Disabilities Act (ADA); the Age Discrimination Act; and Section 504 of the Rehabilitation Act. This position services as the Chief EEO Compliance Officer, responsible for ensuring the District's compliance with these federal programs, laws, and regulatory requirements. The person selected for this position is directly responsible to the Superintendent of Schools, Office of the Superintendent.

Essential Duties and Responsibilities

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

1. Serve as the District's Title IX Coordinator responsible for directly investigating or causes the investigation in response to student or employee complaints of sexual harassment/sex discrimination as outlined in the Education Amendments Act of 1972.
2. Handle inquiries for accommodations from disabled employees; authorize and coordinate reasonable accommodations, when necessary to allow disabled employees to continue to perform the essential functions of their jobs.
3. Investigate complaints and inquiries from District staff and employment applicants who feel that they have been discriminated against in the areas of race, creed, sex (including harassment), color, religion, marital status, national origin, age, gender identity or expression, sexual orientation, and disability.
4. Review incidents of alleged bullying/cyber bullying complaints from students who have alleged being bullied due to their status in a protected class group (i.e., race, creed, sex (including harassment), color, religion, marital status, national origin, age, gender identity or expression, sexual orientation, and disability), and directly investigate or cause an investigation into these complaints.
5. Work collaboratively with executive staff, school administrators, and line supervisors on how to handle employee complains.
6. Investigate and respond to formal complaints filed with the Equal Opportunity Commission (EEOC) and the Nevada Equal Rights Commission (NERC).
7. Provide advice and information to the Superintendent of Schools regarding affirmative action issues, complaints, and investigations.
8. Assist in the investigation and in the preparation of the District's position statement pertinent to formal complaints filed with the United States Department of Education (DoED), Office of Civil Rights (OCR).
9. Conduct training when requested, or when a specific need is identified, in the areas of harassment, including sexual harassment, discrimination, and ADA.
10. Compile and disseminate reports relative to the race, ethnicity, sex, and age of the District's workforce to include Unified Administration, Licensed Personnel, Support Professionals, and School Police.
11. Serve as a liaison between the District and community minority organizations.
12. Serve as the Civil Rights liaison for the Clark County School Districts Police Services Department Justice Grants.
13. Develop, interpret, evaluate, and recommend regulations, procedures, and standards as they apply to the District's Affirmative Action Plan.
14. Administer the implementation of the Affirmative Action Plan in cooperation with appropriate District administrators.
15. Monitor all District activities relevant to recruiting and maintaining a workforce that reflects the cultural diversity makeup of the community served.

16. Perform other duties related to the position, as assigned.

Position Expectations

1. Knowledge and understanding of District policies, regulations, procedures, and standards.
2. Knowledge and understanding of local, state, and federal compliance legal requirements.
3. Knowledge of how to properly review and assess complaints of discrimination to determine discriminatory basis and issue.
4. Knowledge and understanding of federal, state EEO Laws and laws prohibiting sex discrimination (i.e., Title IX).
5. Knowledge and understanding of ADA procedural requirements i.e., interactive process, reassignment, and assessing reasonableness of requested accommodations.
6. Knowledge and understanding of how to write and submit statements of position to regulatory entities such as federal EEOC, OCR, or the state NERC.
7. Knowledge of how to properly enforce EEO requirements and serve as the District's subject matter expert in this area.
8. Knowledge and understanding of how to determine the discriminatory basis and issue of a complaint of discrimination and what element of proof is needed to make a proper cause/no cause determination.
9. Knowledge and understanding of proper investigative techniques inclusive of how to properly interview complainants, respondents, or witnesses during an investigation.
10. Knowledge and understanding of local, state, and federal compliance legal requirements.
11. Intimate knowledge of the Federal (EEO/ADA/Title VI/Title VII/Title IX) and state laws which make it possible to defend decisions made, as those decisions are sometimes challenged by members of the public, Employee Associations, Members of the Clark County School District Board of Trustees, staff, administrators, Office of the General Counsel, and outside legal counsel.
12. Knowledge and understanding of when an issue should be handled directly or when it should be addressed by a supervising administrator directly.
13. Knowledge and understanding of all negotiated collective bargaining agreements necessary to articulate CCSD's defense in detailed position statements, against allegations of discrimination filed by employees, parents/guardians, students, or other members of the public with regulatory agencies.

14. Knowledge and understanding of Nevada Revised Statutes (NRS) governing bullying, places of public accommodation, pregnancy, and discrimination.
15. Knowledge and understanding of the proper application of investigative Elements of Proof needed to prove or disprove allegations of discrimination.
16. Knowledge of record retention requirements necessary to be in compliance with Title IX of the Education Amendments Act, Title VII of the Civil Rights Act and state law, when necessary.
17. Knowledge and understanding of CCSD's student code of conduct and student discipline processes.
18. Ability to lead, supervise, evaluate, and direct the work of other subordinate administrators who may possess advanced degrees, formal legal education, or specialized training in Equal Employment matters i.e., federal and state laws related to EEO, ADA, Title VI, Title VII, Title IX, etc.
19. Ability to read and interpret policy, procedures, and complex federal or state laws, and regulations.
20. Ability to present proposals and recommendations clearly, logically, and persuasively in public meetings and consult effectively with executives, managers, and supervisors to develop solutions to complex EEO or Title IX matters.
21. Ability to design, plan, and implement comprehensive EEO programs in assigned functional areas; analyze and make sound recommendations on complex EEO issues; understand , interpret, explain, and apply District, state, and federal policy, laws, regulations, and court decisions governing EEO or Title IX matters.
22. Ability to read and interpret statutes or policies related to the assigned program areas in order to make compliance determinations.
23. Ability to establish and maintain effective working relationships with all levels of District management, employee organizations and their representatives, other governmental officials, employees, and the public. Ability to effectively communicate orally and in writing with persons of diverse cultural, education, and economic backgrounds.
24. Ability to collect data, analyze objectively, and prepare sound recommendations and reports.
25. Ability to multitask and meet predetermined deadlines. Ability to plan and organize work and departmental training.
26. Ability to exercise sound independent judgement within general policy guidelines; exercise tact and diplomacy in dealing with the public or with sensitive, complex, and confidential personnel issues and employee situations.
27. Ability to work cooperatively with executive staff, District administrators, employees, applicants, the public, and other agencies.

28. Possess integrity, honesty, empathy, and flexibility necessary for success as an administrator in the District.
 29. Understanding and sensitivity to the needs of various cultural and ethnic groups.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in public or business administration 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. Previously demonstrated experience as an EEO Compliance Investigator/Officer or an equivalent position and at least five (5) years experience dealing with EEO compliance matters, i.e. investigation and resolution of complaints of discrimination complaints inclusive of complaints of harassment, sexual harassment and hostile work environment.
3. Experience in reading, interpreting and explaining federal and state statutes and regulations pertinent to equal employment opportunity laws and Title IX Compliance.

Preferred Qualifications

1. Experience EEO, ADA compliance and enforcement, and /or other laws prohibiting discrimination including sexual harassment, with governmental or public agencies.
2. Excellent communication skills, particularly in writing and oral skills.
3. Experience with compliance related to federal, state, and District laws and regulations.
4. High level experience researching, analyzing, and interpreting data and statistical analysis.
5. Extensive experience researching and analyzing the salient points of complex issues and making intelligent decisions.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/13/22
- Created: 10/08/08