

Director IV – Compliance and Monitoring

Position Details

Job Code: U7103

Reference Code: A335

Division/Unit: Student Services

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the Director of Compliance and Monitoring to facilitate Clark County School District compliance with special education legal requirements under the Individuals with Disabilities Education Act (IDEA); Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973; Nevada Revised Statute (NRS) 388.440 and Nevada Administrative Code (NAC) 388 related to Prohibition Against Use of Restraints and Aversive Interventions; Family Educational Rights and Privacy Act (FERPA); Title I and Title III - Language Instruction for English Learners (EL) and Immigrant Students of the Every Student Succeeds Act (ESSA); and any other disability rights laws, as appropriate. This position is responsible to the Chief of Health and Student Services, Student Services Division (SSD).

Essential Duties and Responsibilities

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

1. Provides legal advice, counsel, and support to improve and assist with districtwide compliance of state and federal laws regarding issues affecting the

provision of services to students with disabilities and ESSA Title I and Title III EL students.

2. Serves as liaison between the Office of the General Counsel and SSD.
 3. Provides advice and counsel to principals, school staff, and parents/guardians on legal issues related to compliance with special education legal requirements, IDEA, ADA, Section 504 of the Rehabilitation Act of 1973, NRS 388.440 and NAC 388 related to Prohibition Against Use of Restraints and Aversive Interventions, FERPA, and ESSA: Title I and Title III, Language Instruction for EL and Immigrant Students.
 4. Provides representation for the District in administrative due process hearings, appeals, mediations, state complaints, and compliance investigations.
 5. Investigates complaints filed by parents/guardians with the Nevada Department of Education (NDE) and the federal Office for Civil Rights (OCR) to ensure implementation of decisions and corrective action agreements and agreements to resolve due process decisions that require action by the District.
 6. Provides supervision of the due process hearing system, mediations, resolution sessions, and compliance investigations conducted by the NDE and the OCR.
 7. Provides direct leadership, advice, supervision, guidance, and technical assistance, training, and support to central office, region, SSD, and site-based administration; teaching and districtwide staff; parents/guardians; and the community to maintain the District's compliance with Nevada and federal regulations, disability rights laws, and District policies and regulations governing the provision of services for students with disabilities and ESSA Title I and Title III EL students.
 8. Reviews, interprets, analyzes, and implements monitoring processes to ensure compliance with disability rights laws.
 9. Promotes awareness of relevant issues, policies, and procedures concerning disability rights laws.
 10. Collaborates with, participates in, and forms strategic alliances while serving as the District's representative with the NDE and on various advisory committees such as Parents Empowering Parents, Clark County Legal Services, Thomas and Mack Legal Clinic, Boyd School of Law at University Nevada Las Vegas (UNLV), Department of Child and Family Services (CPS), etc., to develop laws and policies and procedures governing the administration and implementation of special education and the provision of services for students with disabilities.
 11. Reviews proposed legislation impacting students with disabilities and provides recommendations to District administration.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of IDEA; ADA; Section 504 of the Rehabilitation Act of 1973; Public Law 99-457; NRS 388.440 and NAC 388 related to Prohibition Against Use of Restraints and Aversive Interventions; FERPA; and ESSA: Title I and Title III - Language Instruction for EL and Immigrant Students.
 2. Thorough working knowledge of federal, state, and local mandates and District policies and procedures.
 3. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
 4. High level of self-confidence, initiative, self-direction, and problem-solving skills.
 5. Demonstration of excellent mediation skills.
 6. Demonstration of excellent legal research and written and oral communication skills.
 7. Demonstration of excellent organizational skills.
 8. Ability to analyze legislation and provide advice, counsel, and make recommendations to central office, region, SSD administration, and site-based school personnel on legal issues concerning the provision of services to students with disabilities and ESSA Title I and Title III EL students, including compliance with relevant state and federal laws.
 9. Ability to develop District policies and procedures impacting students with disabilities and ESSA Title I and Title III EL students.
 10. Ability to effectively prepare for and conduct the proceedings related to the responsibilities of the position (administrative due process hearings, appeals, mediations, state complaints, and compliance investigations).
 11. Ability to interview witnesses and provide accurate written summaries.
 12. Ability to work cooperatively and effectively with colleagues; parents/guardians; school and administrative personnel; and representatives of the community, state, and federal organizations or agencies.
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Position Requirements

Education and Training

Juris Doctorate Degree from an accredited school of law.

Licenses and Certifications

None specified.

Experience

1. A minimum of five (5) years' experience dealing with compliance issues involving students with disabilities and ESSA Title I and Title III EL students in a major urban school district.
2. A minimum of five (5) years of successful supervisory experience in the practice of law, including substantial responsible litigation and administrative law experience (i.e., due process hearings, mediation, etc.), including settling and resolving disputes amicably.
3. Experience in writing policies and procedures.

Preferred Qualifications

None specified.

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: 04/12/22
- Created: 12/18/09