

# Director I – Compliance and Monitoring

## Position Details

Job Code: U7100

Reference Code: A352

Division/Unit: Student Services

Classification: Professional-Technical

Terms of Employment: [Step 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 Division, to ensure Clark County School District compliance with special education legal requirements and Section 504. This position is directly responsible to the Director IV, Compliance and Monitoring, Student Services Division (SSD).

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## Essential Duties and Responsibilities

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

1. Advises, coordinates, and provides 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).
2. Negotiates/mediates to resolve parent-guardian/District disputes including due process hearings.
3. Coordinates data gathering and collaborate with the Office of the General Counsel 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. Coordinates periodic focused monitoring in District schools to determine system-wide compliance with the IDEA, NAC, Section 504/ADA.
  6. Prepares for and represents the District in due process hearings.
  7. Assists and advises site administrators, teachers, and special education staff on an as needed basis to problem solve, ensuring compliance with relevant special education law.
  8. Provides trainings to District staff concerning the IDEA, NAC, Section 504/ADA, and Nevada Revised Statutes (NRS) 521 (aversive interventions).
  9. Assists parents/guardians of special education students to fully understand their rights under the law.
  10. Develops and updates written procedures, policies, and forms, as needed.
  11. Collaborates with staff in all divisions to ensure system-wide compliance with Section 504.
  12. Promotes awareness of relevant issues, policies, and procedures relative to Section 504 through in-service activities to internal and external audiences.
  13. Reviews and updates all District materials, forms, handbooks, etc., relative to Section 504.
  14. Assists school administration and parents/guardians in dispute resolution regarding Section 504 services.
  15. Coordinates data gathering for Office of Civil Rights (OCR) generated complaints, with the necessary involvement of appropriate school personnel, region superintendents or school associate superintendents, and work with the Office of General Counsel during complaint proceedings.
  16. Supervises and evaluates the performance of assigned staff.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to inspire, motivate, and interact with parents/guardians, 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 professionals 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 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.
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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 three (3) 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.
2. A minimum of three (3) years 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).

### **Preferred Qualifications**

Successful experience as an administrator.

**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: 05/05/22
- Created: 11/13/08