

# Coordinator III, Compliance and Monitoring

## Position Details

Job Code: U7402

Reference Code: A480

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the compliance coordinator to the Compliance and Monitoring Office, to ensure Clark County School District's compliance with disability related laws governing the administration of special education to include, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Family Educational Rights and Privacy Act (FERPA), and Every Student Succeeds Act (ESSA). This position reports directly to the Chief of Health and Student Services, 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. Negotiates/mediates parent/guardian-District disputes including due process hearing settlements.
2. Assists the Office of Compliance and Monitoring directors, in preparing for and representing the District in special education due process and Section 504 grievance hearings, including preparation of legal pleadings and conducting legal research and writing.

3. Assists with implementation of due process and grievance hearing decisions and corrective action mandated by the Nevada Department of Education (NDE) and the federal Office for Civil Rights (OCR) including coordination of data gathering for NDE and OCR complaints and working directly with school associate superintendents, principals, school-based staff, and the District Office of the General Counsel.
  4. Provides advice, technical assistance, and professional learning to District administration, SSD administration, region superintendents, school-based staff, and parents/guardians on issues affecting the provision of services to students with disabilities pertaining to the Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), Section 504 of the Rehabilitation Act of 1973, ADA, FERPA, ESSA, and District policies and procedures.
  5. Assists parents/guardians of children with disabilities to fully understand their rights under the various disabilities rights laws.
  6. Assists Compliance and Monitoring directors, in collaborating with staff in all divisions, including the ADA Coordinator and the Office of the General Counsel.
  7. Assists Compliance and Monitoring directors, in promoting awareness of relevant issues, policies, and procedures regarding special education, Section 504, and ESSA.
  8. Assist in the investigation of adverse interventions and physical and mechanical restraints.
  9. Provides technical assistance to the compliance monitors and social workers.
  10. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of IDEA, Section 504 of the Rehabilitation Act of 1973 and FERPA.
2. Knowledge and understanding of local, state, and federal special education legal requirements and local mandates.
3. Knowledge and understanding of District policies, regulations, procedures, and standards.
4. Possess high-level skills in planning, organizing, and coordinating activities of others.
5. Understanding and support of the division priorities and goals.
6. Ability to work cooperatively and effectively with colleagues, school and administrative personnel, parents/guardians, representatives in the community, state, and federal agencies and organizations.
7. Ability to lead, direct, and supervise assigned staff.
8. Ability to communicate effectively both orally and in writing.

9. Ability to manage stress in preparation of and during due process and grievance hearing proceedings.
  10. Ability to interview witnesses and provide accurate written summaries.
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## **Position Requirements**

### **Education and Training**

Master's degree from an accredited college or university in Special Education, a field providing services to students with disabilities, Educational Administration, or Juris Doctorate Degree from an accredited school of law.

### **Licenses and Certifications**

Must possess or be able to acquire by time of appointment to the position, a Nevada school administrative endorsement or Nevada school program administrator endorsement, as appropriate.

### **Experience**

Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement; or,  
Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement; or,  
Have previously demonstrated at least five (5) years of successful licensed experience in a related position (such as Speech Therapy, Adaptive Physical Education, Physical Therapy, Nursing, etc.) and be able to acquire, by the time of appointment to the position, a Nevada school program administrator endorsement; or,  
Have previously demonstrated at least three (3) years of successful licensed experience in a related services position (Speech Therapy, Adaptive Physical Education, Physical Therapy, Nursing, etc.) and currently hold a valid Nevada school program administrator endorsement.

### **Preferred Qualifications**

1. Experience in providing special education and related services for students with disabilities.
2. Working knowledge of various laws and regulations governing students with disabilities.

3. Experience in administrative law including issues involving students with disabilities.
4. Experience in conflict resolution.
5. Two (2) years' experience as a school-based 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: 04/22/22
- Created: 11/13/08