

ADA LEGAL COMPLIANCE OFFICER

REQUIRED QUALIFICATIONS:

- Master's degree from an accredited institution in a related field including but not limited to legal services, administrative laws, or student affairs; Juris Doctor degree strongly preferred.
- Minimum three (3) years of previous legal experience and/or training that includes related education, and/or experience which provides the required knowledge, skills, and abilities to perform the essential job functions.
- Experience conducting complaint, incident and/or grievance investigations of ADA, judicial affairs, discrimination complaints, or related laws, rules and regulations, and preparing summaries and reports of the investigations.
- Experience using electronic databases and case management systems.
- Experience with student/personnel data systems.
- Strongly analytical and creative problem-solving skills required.
- Legal, managerial, and case management experience preferred.
- Certified Americans with Disabilities Act Coordinator (ADAC) and designation highly desirable.
- Demonstrated success working with and through people in establishing goals, objectives, and action plans consistent with School Board goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, interpret and apply laws, regulations, and guidance important in education, e.g., Title VII, Section 504 of the Rehabilitation Act, the ADA, ADA, IDEA, and FERPA.
- Knowledge of the general policies and procedures used by the School Board for compliance Title VII, Section 504 of the Rehabilitation Act, the ADA, ADA, IDEA, and FERPA.
- Adept in conflict resolution.
- Considerable knowledge of research techniques and the sources and availability of current information in the areas of Title VII, Section 504 of the Rehabilitation Act, the ADA, ADA, and IDEA.
- Exceptional writing skills including demonstrated skills in preparing witness notes and investigative reports.
- Ability to effectively communicate by phone, email, fax, mail, and in-person with reporting party, responding party, and their representatives to gather facts and information, schedule meetings, and provide regular case updates.
- Ability to review medical documentation.
- Ability to work in a fast-paced environment and grasp complex issues rapidly and accurately and manage several projects at once with a strong attention to detail and follow-through.
- Effective oral communication and communication of policies and procedures.
- Strong organizational skills and attention to detail.
- Identification of alternative solutions, the anticipation of the consequences of proposed actions, and the implementations of recommendations in support of achieving operational objectives and goals.
- Ability to analyze data, complex information, and maintain neutrality.
- Ability to work effectively with diverse academic, cultural, ethnic, and socio-economic backgrounds.
- Ability to work and communicate effectively with people through written and oral communications toward the achievement of School Board expected results.
- Knowledge of basic investigation techniques and reporting procedures.
- Considerable knowledge of research techniques and the sources and availability of current information in the areas of disability and services to individuals with disabilities.
- Knowledge of the proposed and enacted legislation and court ruling that affect programs and services to individuals with disabilities.
- Ability to further develop and implement an ADA compliance program and procedures and to evaluate its effectiveness.
- Ability to exercise judgment and discretion in interpreting and enforcing department or School Board rules, regulations, policies, and procedures.
- Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the general public.
- Ability to discern and extract pertinent facts from oral and written guidelines, policies, and procedures related to ADA compliance and apply them to a variety of situations.

VOLUSIA COUNTY SCHOOLS

POSITION DESCRIPTION

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REPORTS TO:

General Counsel

POSITION GOAL

ADA Legal Compliance Officer will assist in complaint intake, investigating, and producing comprehensive reports regarding complaints of harassment, discrimination and retaliation by students, faculty, or staff including interviewing parties/witnesses, collecting evidence, and drafting high quality investigation reports, and appeals documents within established timelines. The ADA Legal Compliance Officer will also play an important role in the creation and coordination of the School Board's training and education obligations under Title VII, the ADA, ADAAA, and any other federal and/or state civil rights laws, and the School Board's policies. Other duties as assigned.

PERFORMANCE RESPONSIBILITIES

1. Manifests a professional code of ethics and values.
2. Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner representing the School Board in a positive light.
3. Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
4. Stays abreast of current and emerging regulatory obligations and assists in developing plans of action for remaining in compliance with federal and state laws and regulations.
5. Conducts prompt and thorough investigations, including development of an investigative plan, identifying, and interviewing witnesses, gathering, and securing information and data, and keeping accurate and thorough records and notes of the investigatory process.
6. Asks appropriate questions during interviews using trauma informed methodology to gather information about alleged incidents of misconduct, discrimination, retaliation, or harassment.
7. Draft notices of investigations and essential correspondence related to processing of complaints.
8. Conducts research on questions relevant to the analysis required in the course of investigations.
9. Prepares comprehensive timely written reports of information obtained during an investigation.
10. Prepares and participates in meetings, hearings, or grievances related to results of investigations.
11. Assists in maintaining database related to reports of misconduct, discrimination, retaliation, and harassment and develop reports, assess trends, and identify areas of concern.
12. Assists in development of protocols, procedures, and policies.
13. Assists in the development and dissemination of educational materials and training to students, faculty, and staff on issues of prohibited discrimination or harassment, as assigned.
14. Assists in the creation of awareness materials, including but not limited to, brochures, pamphlets, etc.
15. Collaborates with key partners of the School Board (i.e., Assistant Superintendents, Executive Directors, Law Enforcement, and Human Resources), as appropriate.
16. Completes other tasks and projects as assigned by the General Counsel.
17. Follows the School Board's policies, procedures, and guidelines.
18. Follows the School Board's policies and procedures as related to fixed assets.
19. Responsible for keeping up to date on current technology being used. With support of the School Board, attends training to ensure skill level in various technologies is at the level required to perform in current positions.
20. Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
21. Performs other duties and responsibilities as assigned by General Counsel.

ADA Accessibility and Compliance

- Responsible for developing and overseeing an ADA grievance procedure and appeal process.
- Collects, analyzes, and reports on data related to access and accommodations.
- Monitors and follows up on accommodation implementation and ensures accommodation needs are met throughout candidate lifecycle.

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- Communicates the accommodation decision, disseminates other relevant information to the requestor, and partners with appropriate stakeholder(s) for implementation.
- Documents and maintains up to date case records, conducts appropriate research, and ensures accurate information on the computer database.
- May serve as the School Board's representative in administrative or other legal proceedings related to responsibilities as appropriate.

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
6/22/2021	Months: 12 Days: 250 Hours: 8.0 Tenure :	District Schedule Level: 12	Bargaining Unit: 2 Title: 26369 DOE: EEO- 006	2- Light Work 3- A-C, F, L, O-Q, T-V 4- Indoors/Outdoors	Exempt	Legal

INCUMBENT:

Signature: _____

Date: _____