

DISTRICT COMPLIANCE OFFICER

Office of the Superintendent

Purpose:

The District Compliance Officer, under the administrative direction of the District Legal Counsel oversees compliance efforts of the District in the area of general investigations, patron and staff complaints, public records requests and other legal and compliance related work. The District Compliance Officer at the direction and oversight of the District Legal Counsel designs, directs, develops, implements and monitors systems to support effective function and responsiveness related to legal processes and requirements. The incumbent serves as a liaison for all compliance issues, providing systems for routing complaints, directing leaders to appropriate resources for investigation and resolution and serves as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted. The District Compliance Officer will provide information and guidance to the Legal Counsel, Superintendent, School Board and senior leadership team on matters relating to legal compliance and administrative processes. The incumbent will strive to ensure an effective compliance program is maintained and provide regular analyses measuring the effectiveness of the program.

Reports to: District Legal Counsel

Nature & Scope:

In consultation with the District Legal Counsel, the District Compliance Officer operates with significant autonomy aligning decisions with all applicable local, state, and federal laws and regulations, as well as District policies and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent, in collaboration with peer administrators, directs and coaches administrators and supervisors throughout the District in investigatory and legal processes and matters, exercising significant authority in order to make the most effective decisions regarding District compliance efforts. As a result, the District Compliance Officer has a significant influence on the impact administrators and supervisors have with employees.

Essential Job Functions:

1. Conduct oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Manage the day-to-day operations of the District compliance program.
3. With direction and oversight of the District Legal Counsel develop, initiate, maintain and revise policies and procedures, risk assessments and response plans for the general operations of the District compliance program and its related activities to prevent illegal, unethical, or improper conduct.
4. Maintain District's Policies and AR's to ensure they remain current and relevant. Provide updates and guidance to the District Legal Counsel, District Chief of Staff, Superintendent, School Board, senior leadership and employees as they occur.
5. Receive and process, according to statutory or policy based timelines, formal complaints received by the District from students, staff and third parties.
6. Organize and maintain a record of all formal complaints received by the District, District response, and other compiled records regarding complaints.
7. Monitor District departments, schools, programs, standards, objectives and goals to determine compliance with legal and ethical issues and standards. Collaborate with the lead District staff to monitor progress and effectiveness of compliance standards in assigned programs and activities; gather information, communicate status, progress and concerns; recommend and implement improvement strategies as appropriate.
8. Collaborate with other departments to direct compliance issues to appropriate channels for investigation and resolution. Consult with legal counsel, as needed, to resolve difficult legal compliance issues.
9. Respond to and address citizen, employee and anonymous communications of alleged violations of laws, rules, regulations, policies and procedures by evaluating or recommending the initiation of investigative procedures. With direction and oversight of the District Legal Counsel develop and oversee a system for the handling and resolution of non-compliance issues.
10. Develop and manage District response to citizen public records requests, including responding to requesters, complaining public records, verifying exceptions, and distributing records.
11. Identify potential areas of compliance vulnerability and risk. Develop and implement corrective action plans for resolution of problematic issues. Provide guidance on how to avoid or deal with similar situations in the future.
12. Maintain a working knowledge of laws, rules and guidelines related to compliance issues. Attend conferences, workshops and other trainings to assure District compliance activities are legally appropriate.
13. Develop an effective compliance training program. Develop, design, deliver and participate in trainings, in-services, community committees as assigned. Provide support and direction for new employee induction programs and orientations. Collaborate interdepartmentally to identify professional development and in-service training needs.
14. Assist administrators, supervisors and employees in solving problems in the workplace or solving challenges arising from policy, regulations, contracts or practices.

15. Maintain the highest level of confidentiality with respect to personnel matters, and set a tone for others so that a culture of respect and discretion is fostered throughout the organization. Demonstrates integrity, sound judgment, ethical and professional behavior.
16. Assure fair and consistent application and interpretation of District policies and/or state, federal, and local regulations.
17. Participate as an active member on District level committees representing District Legal Counsel and the Office of the Superintendent.
18. Maintain effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
19. Comply with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelors Degree from an accredited college or university.
2. Professional experience conducting compliance investigations, developing, implementing and monitoring compliance programs, including direct experience presenting information in a formal setting.
3. Experience working in a public K-12 school district or other public agency in a richly diverse school community is highly desirable.
4. Must possess excellent written and oral communication skills.
5. Ability to read, write and speak in a language other than English is desirable.
6. Must hold a valid Oregon or Washington driver's license.

Working Conditions:

The District Compliance Officer works primarily within an office building with frequent travel throughout the District to school campuses and business operation sites. Extensive contact with District staff, students, parents and public is required and may involve frequent contact with dissatisfied or angry individuals. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all District and community facility sites will be required as well as occasional statewide or out-of-state travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

Work Year: 255 days

Bargaining Unit: Non-represented

FLSA Status: Exempt

Salary: Confidential Level 14

Date Approved: June 27, 2022

Date Revised: June 27, 2022

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.