

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Compliance Manager

QUALIFICATIONS

EDUCATION: B.A. or B.S. Degree or the equivalent experience in compliance, administration of justice, business administration, or a closely related field.

EXPERIENCE: Four years of experience with increasing levels of responsibility in compliance, complaints, investigations, or a related field, preferably in a school district, supplemented by coursework, training, or workshops in safety, compliance, or related fields.

LICENSE: Possess a valid California Driver's License.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. A demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Compliance, the Compliance Manager will be responsible for supporting in the management of all aspects of Title IX compliance, Uniform Complaint Procedures (UCP), and Public Records Act requests to ensure ongoing compliance with provisions set forth in the Stipulated Judgement between the Redlands Unified School District and the California Department of Justice (DOJ) and the resolution agreement by the Office of Civil Rights; providing evidence and data regarding compliance as required; supporting in the review and monitoring of all complaints and incident reports involving sexual harassment, assault, and/or abuse of students, including personnel complaints, formal complaints, and informal complaints; assisting with complex and highly sensitive administrative investigations; providing regular training for staff; serving as a resource and liaison among staff, parents, and community members to resolve a variety of issues; and collaborating with students, families, staff, and federal agencies to ensure safe and welcoming learning and working environments.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Compliance Manager's job performance will be as follows:

1. Provide support in ensuring compliance with the Stipulated Judgement in People v Redlands Unified School District (24STCV13334) to secure and maintain district-wide compliance with Title IX and UCP regulations and Board Policies/Administrative Regulations related to the receipt and processing of complaints.

2. Assist in ensuring compliance with Education Code section 200 et seq.
3. Assist in the implementation and maintenance of the District's compliance processes including, but not limited to, student, parent, community member, and employee-to-employee discrimination and harassment complaints.
4. Assist with receiving, reviewing, and managing all complaints submitted to the District to ensure prompt and appropriate actions are taken.
5. Provide guidance to complainants and respondents on the complaint process and available resources.
6. Support in the planning and conducting of investigations, responding to complainants, witnesses, and respondents and coordinating the conclusion of processes including staff discipline, interim measures, supportive measures, and remedies.
7. Interview involved parties as directed and gather evidence, document findings, and provide written investigation reports to appropriate parties.
8. Maintain confidentiality as reasonable and required throughout investigation processes.
9. Assist in the development and delivery of training and guidance to staff and students on compliance issues, complaint procedures, and investigation practices.
10. Research, compile, and analyze data for district, state, and federal reports.
11. Assist with ensuring all required documents and information are properly logged in the Centralized Tracking and Response System for complaints of sexual harassment, assault, and/or abuse of students.
12. Assist with maintaining and monitoring the District email address dedicated to the receipt of complaints and other information related to sexual harassment, assault, and/or abuse of students.
13. Coordinate and provide support and training to school sites with respect to preventing and responding to notice of complaints of sexual harassment, assault, and/or abuse of students.
14. Prepare and submit regular reports to district administration regarding complaints, investigations, and findings.
15. Maintain statistical information and assist with surveys and completion of information for district, county, state, and other required reports.
16. Provide timely and effective communication regarding incidents and/or situations which might impact the District, its divisions, or its schools.
17. Effectively collaborate with district and site staff regarding complex problem-solving on a wide variety of subjects and concerns.

18. Demonstrate a commitment to diversity and inclusivity and the ability to work in a professional manner with a wide range of individuals with diplomacy and tact.
19. Catalog and respond to Public Records Act requests related to notice and response to allegations of sexual misconduct.
20. Serve on assigned committees and advisory groups.
21. Make active and consistent efforts to maintain and improve the overall internal and external image of the District, its divisions, and its schools.
22. Perform other duties as assigned.

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