

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Compliance

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Administrative Credential

EDUCATION: Required M.A. or M.S.

Minimum of three (3) years teaching experience or comparable in the field of curriculum and instruction

Minimum of three (3) years administrative experience (Preferably site administration, human resources, law, public safety, leadership, or other position that demonstrates professional-level knowledge of practices, methods, and techniques to plan and conduct independent, complex, and sensitive investigations and ensure regulatory compliance.)

Minimum of three (3) years of experience planning and conducting independent, complex, and sensitive investigations

Must possess a valid driver's license

EXPERIENCE: Required Prior job-related experience.

Desired Principal experience.

PERSONAL
QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Compliance, the Director of Compliance, in collaboration with the Superintendent, shall manage all aspects of Title IX compliance, Uniform Complaint Procedures (UCP), and Public Records Act requests; coordinate reviews set by the Office of Civil Rights, personnel complaints, formal complaint procedures, and informal complaint resolution; examine and conduct complex and highly sensitive administrative investigations; provide regular training for district and site leadership on model compliance, complaint, and investigation procedures; act as a resource and liaison among district office staff, school site staff, parents, and community members to resolve a wide variety of issues; independently perform operational and technical duties related to parent engagement and department support; collaborate with students, families, district employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our district community.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent of Compliance, the duties and responsibilities of the Director of Compliance will be as follows:

1. Ensures district-wide compliance with Title IX and UCP regulations and Board Policy related to the receipt and processing of complaints, including procedural management of complaints, assigning, and supporting investigators, by providing timely, thorough, and accurate responses, and implementing corrective actions.
2. Implements and facilitates the District's compliance processes including but not limited to citizen complaints, employee-to-employee complaints, discrimination, and harassment.
3. Leads the investigation process for Title IX, UCP, discrimination, and harassment complaints against employees, and allegations related to student safety from inception to conclusion.
4. Administers, interprets, and applies provisions of the Education Code, relevant federal and state laws, district policies and procedures, and collective bargaining agreements.
5. Coordinates and responds to findings from federal and state compliance agencies.
6. Maintains an up-to-date and relevant district complaint matrix.
7. Supports district investigators to plan and conduct investigations, respond to complainants, witnesses, and respondents, foster resolutions, and monitor activity at the conclusion of the process.
8. Effectively collaborates with district and site staff regarding complex problem-solving on a wide variety of subjects and concerns.
9. Researches, compiles, and analyzes data for district, state, and federal reports.
10. Identifies certificated and classified in-service training needs, recommends, designs and implements training for the purpose of increased capability and performance of all staff in compliance with Title IX and UCP requirements and complaint regulations.
11. Leads the investigation process of complex and highly sensitive investigations regarding allegations of employee misconduct by certificated and classified personnel and allegations related to student safety including allegations of violence against children, bullying/harassment and egregious acts involving district staff.
12. Communicates effectively with district and site staff to resolve issues and exchange information.
13. Manages the consultation provided to complainants and respondents to offer supportive measures, explain the grievance process, and determine immediate actions including emergency removal and the use of the informal resolution process.
14. Researches and compiles relevant data, and drafts factual and impartial investigation findings reports and summaries.
15. Consults with outside agencies including but not limited to social services, law enforcement staff, including school police, as necessary.

16. Reviews and assembles information pertaining to complaints; interviews all parties involved; responds and/or resolves and provides a written report disclosing the outcome to the appropriate individuals.
17. Researches, interprets, and explains relevant state and federal laws and regulations, and district policies and procedures, and Education Code.
18. Ensures relevant district policies are up-to-date and in compliance with the law.
19. Manages multiple, on-going, and complex caseloads of complaints and projects.
20. Exercises strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
21. Guides, advises, and supports the training and learning process with respect to Title IX, Uniform Complaint Procedures (UCP) compliance, and complaint resolution.
22. Exercises excellent mediation, analytical, problem-solving, and organizational skills with attention to detail.
23. Demonstrates a commitment to diversity and inclusivity and the ability to work with a wide range of constituencies with diplomacy and tact.
24. Debriefs Executive Cabinet on volume of complaints, level of resolution, and demonstrated best practices.
25. Provides oversight of the cataloguing of and responses to Public Records Act Requests.
26. Manages and oversees the filing and maintenance of district complaints and provides relevant information from complaint files to authorized personnel upon requests.
27. Performs other duties as assigned.