

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COMPLIANCE OFFICER

EXCEPTIONAL CHILDREN SERVICES

GENERAL STATEMENT OF JOB

As assigned by the Executive Director for Special Education Exceptional Children Services, serves as Compliance Officer for various matters for the school system and handles related assignments that contains legal procedural aspects; assists in development and implementation of and training for staff including teachers, administrators, and others. Assignments also include community related disability law issues. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Planning, training, implementation, and monitoring of a comprehensive system for auditing special education records to ensure compliance with state and federal laws and regulations.

Implementing an educational program for parents and community on various aspects of the special education laws with a goal of fostering communication, understanding, and trust between parents/community and school personnel.

Training staff to improve their understanding of and compliance with the special education laws and regulations.

Troubleshooting and investigating complaints from parents and staff.

Communicating new developments in special education law to staff. Coordinating and conducting all staff training necessary for the oversight of Section 504.

Managing cases that appear headed for litigation to prevent litigation where possible and/or to ensure that the Guilford County School District has the strongest possible case for litigation.

Overseeing cases that are in active litigation including attending IEP meetings and depositions, assisting with responses to interrogatories, communicating with outside counsel, and other related tasks designed to ensure the best possible outcome in litigation, including representing the district in legal hearings when assigned.

COMPLIANCE OFFICER

Assessing current data collections and compilations for value, completeness, and accuracy, and to determine what other information might be useful to administrators and/or teachers. Examines programmatic issues within the district to advise district on compliance.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor of Law, Juris Doctorate degree and licensure AND Special Education teaching or Special Education administrator experience in a public school setting OR experience and licensure as an Administrator of Exceptional Children or Special Education with 3-5 years of experience as a Director of Exceptional Children's Programs in a public school setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments to subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety

COMPLIANCE OFFICER

of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including educational and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of policies and procedures as stated in Board and administrative policies and/or procedures including student manuals and handbooks in the school system.

Ability to represent the district in the appropriate courts or administrative hearings, if necessary.

Thorough knowledge of the laws, principles, policies and procedures related to civil rights and due process.

Thorough knowledge of laws related to exceptionalities focusing on children, but also including adults.

COMPLIANCE OFFICER

Thorough knowledge of school system policies and procedures regarding exceptionalities.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.
Skill in scheduling and coordinating large programs.

Skill as a facilitator and presenter.

Ability to develop, interpret, evaluate, clarify, and apply policies and procedures.

Ability to communicate effectively both orally and in writing.

Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.