

GUILFORD COUNTY SCHOOLS JOB DESCRIPTIONS
JOB TITLE: HEARING AND COMPLIANCE OFFICER

GENERAL STATEMENT OF JOB

The Compliance Officer investigates and considers allegations of harassment and discrimination in violation of State and Federal laws, guidelines, and policies, including allegations that persons have been discriminated against in violation of Title IX of the Education Amendments of 1972 (gender discrimination), Section 504 of the Rehabilitation Act of 1972. The Hearing Officer of the school system deals with the student and parent appeals and grievances. Will report to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Investigate employment practices or alleged violations of laws to document and correct discriminatory factors.

Interpret civil rights laws and equal opportunity regulations for individuals or employers.

Study equal opportunity complaints to clarify issues.

Meet with persons involved in equal opportunity complaints in order to verify case information, and to arbitrate and settle disputes.

Coordinate, monitor, or revise complaint procedures to ensure timely processing and review of complaints.

Prepare reports of selection, survey, or other statistics and recommendations for corrective action.

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.

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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.

Receives, reviews, and records suspension letters and appeals regarding the long-term suspension of students and student assignments; schedules hearings and coordinates the meeting time and place; conducts appeal hearings and approves or denies appeal.

Receives appeals to the school board panel regarding long-term suspension and student assignments; organizes information for the appeal hearings; acts as facilitator for the board panel hearings; presents the board panel's recommendation to the full board.

Receives, reviews, and records completed student/parent grievance forms; schedules grievance hearings with parents and school personnel; conducts formal grievance hearings; reviews information and determines the appropriate action regarding grievances.

Organizes and sits with school board appeals panels for students and/or parents who file grievances.

Directly supervises office support staff and conducts performance evaluation in accordance with defined policies and procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in a related field with significant public school experience and experience as a school administrator preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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.

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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 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.

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

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.