

Project Facilitator, Compliance Monitor

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this position will assist the office in supporting the Clark County School District's compliance with state and federal special education laws, Section 504 of the Rehabilitation Act of 1973, and other disability related laws. The Compliance Monitor will report to the Executive Director, Director, and Coordinator, Special Education Due Process Compliance, Student Services Division (SSD), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist with the resolution of parent disputes.
2. Facilitate implementation of resolution agreements and orders for due process requests, mediations, state complaints, and constituent concern investigations.
3. Complete education record reviews related to special education complaints.
4. Compile and complete student record reviews and prepare documents for due process hearings.
5. Assist staff in compliance with state and federal disability laws.
6. Assist in developing and updating written procedures, policies, and forms.

7. Assist in developing, organizing, and implementing districtwide professional learning regarding special education and Section 504.
 8. Assist parents with special education procedures and rights.
 9. Assist with on-site investigations by the Nevada Department of Education (NDE) and the United States Department of Education (DoED), Office of Civil Rights (OCR).
 10. Provide technical support to the Executive Director, Director, and Coordinator with staff.
 11. Train District staff on relevant issues, policies, and procedures related to special education laws and Section 504.
 12. Coordinate distribution of information to District employees regarding special education issues.
 13. Assist in reviewing and updating District materials, forms, procedural manuals, handbooks, etc., concerning special education and Section 504.
 14. Monitor districtwide compliance with both federal and state special education laws.
 15. Review, process, and provide training for corrective action regarding the Nevada Revised Statute (NRS) 388.471-515 regarding the use of physical restraint, mechanical restraint and aversive intervention.
 16. Process parent requests for Revocation of Consent for Special Education Services.
 17. Conduct research related to current case laws.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Understanding and sensitivity towards diverse cultural and ethnic groups, and individuals with disabilities.
2. Demonstrate mental and physical stamina commensurate with the responsibility of the position.
3. Demonstrate high level of self-confidence, initiative and problem-solving skills.
4. Working knowledge of federal, state, and local mandates.
5. Working knowledge of the Individuals with Disabilities Education Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Nevada Administrative Code (NAC) 388, Nevada Revised Statutes (NRS), Title II of the American with Disabilities Act (ADA).
6. Working knowledge of Infinite Campus, Microsoft Word, Excel, and Google.
7. Ability to mediate and resolve conflicts Excellent Time Management Skills.
8. Excellent written and oral communication skills.

9. Ability to manage stress, especially in preparation of and during legal proceedings.
 10. Excellent organizational skills.
 11. Ability to interview witnesses and provide accurate written summaries.
 12. Ability to work cooperatively and effectively with colleagues, parents, school and administrative personnel, and representatives of the community, state, and federal organizations and agencies.
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Position Requirements

Education and Training

1. Possess a Master's Degree from an accredited college or university with emphasis in special education or related services.
2. Five (5) years of satisfactory service in special education or related positions.
3. Experience in writing policies and procedures.
4. Successful performance in the position held at the time of application.

Licenses and Certifications

Possess a valid special education or related services license issued by the Nevada Department of Education (NDE).

Preferred Qualifications

1. Experience in providing special education services for students with disabilities.
2. Experience in preparing cases for litigation.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 03/10/21
- Created: 03/10/21