



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INVESTIGATOR COMPLIANCE
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	1A, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8750
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Conducts investigation activities of the District involving student and staff misconduct allegations. Maintains contact with students, parents, police, court workers, social workers and local school staffs. Exercises no direct supervision over other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts investigations following reports of incidents involving certified and classified District personnel, substitutes, temporary employees, students, volunteers, athletic violations and other individuals or incidents as appropriate
Prepares in-depth confidential written reports
Collaborates with the Director of Compliance and Investigations to investigate complaints of discrimination and to prepare a written analysis of findings
Investigates student and/or employee misconduct as assigned
Assists external investigative agencies such as Child Protective Services (CPS), Crimes Against Children Unit (CACU), Kentucky Department of Education (KDE) and local law enforcement agencies and other social services or governmental entities
Participates in arbitration, tribunals, and other administrative/legal hearings as necessary
Conducts subject matter compliance and investigations training for District personnel and students
Establishes and maintains a working relationship with District administrators, external investigative entities, parents/guardians and other internal and external customers
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
One (1) year of experience investigating employee and/or student incidents
Proficient written and oral communication skills
Effective human relations skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
General knowledge of Kentucky education statutes
Experience in a diverse workplace