



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

JOB TITLE:	DIRECTOR COMPLIANCE AND INVESTIGATION
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4081
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, monitoring and coordinating all phases of the District's compliance functions and internal programs including relevant training; serves as the District's liaison to city, county, state and federal compliance agencies, assists with the District's minority affairs programs as they relate to students and staff of the District, and prepares reports relating to affirmative action, program access and compliance. Responsible for managing the EEO program for the District. Coordinates the investigation activities with District personnel, community agencies, courts and police departments. Oversees investigation of employee misconduct.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and conducts investigations related to allegations of discrimination and misconduct
Provides technical assistance and guidance to staff on all equal employment opportunity issues; consults with administration to identify barriers to equal employment opportunity and their causes
Manages the complaint processing program; counsels and advises employees of all protected groups who believe they have been discriminated against
Prepares routine periodic or special reports relative to District compliance and investigation issues
Monitors and administers activities related to compliance with Section 504 of the Rehabilitation Act of 1973, Title IX, Title II of the ADA and Title VI of the Civil Rights Act
Makes presentations, conducts training seminars, negotiates settlements, and writes proposed decisions in complaint cases
Assists in developing plans and programs to ensure affirmative action and equal employment/educational opportunities; implements the equal employment opportunity program and related programs
Coordinates activities among investigations staff, proper authorities and the court system
Coordinates investigative activities with Child Protective Services during staff investigations
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 driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree
Five (5) years of successful experience involving Civil Rights enforcement and general complaint investigation
General knowledge of Federal and State regulations affecting school system compliance
General knowledge of Kentucky School Law

Thorough knowledge of equal opportunity principles, laws, regulations, and issues related to equal employment opportunity.
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Valid driver's license
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of Civil Rights enforcement agencies and procedures
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Experience in a diverse workplace
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