

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator, Compliance

REPORTS: Assistant Superintendent,
Human Resources

DEPARTMENT: Human Resources

CLASSIFICATION: Classified Management

FLSA: Exempt

WORK YEAR: 261 Days

ISSUED: June 2, 2022

SALARY: Range 26B

BASIC FUNCTIONS:

Under the general direction of the Assistant Superintendent, Human Resources, the Coordinator, Compliance will support the planning, organization, and administration of the District's complaints and grievance process, while providing related services for the District and its employees to ensure compliance with all federal, state, county and District regulations. The Coordinator shall assure compliance with applicable laws, policies, rules, and regulations, including knowledge of Title IX investigation practices, and providing expertise in the area of trends, practices, and strategies relative to personnel.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Serves as point person for District complaints including but not limited to unprofessional conduct, discrimination, uniform complaints, Title IX, sexual harassment, harassment, sexual misconduct, Williams, and all other complaints typical at the district level. **(E)**
2. Ensures educational partners and primary investigators are aware of the complaint and timelines related to the concerns reported for follow up. **(E)**
3. Performs investigations including but not limited to unprofessional conduct, discrimination, uniform complaints, Title IX, sexual harassment, harassment, sexual misconduct, Williams, and all other complaints typical at the district level. **(E)**
4. Coordinates with other departments on investigations including but not limited to unprofessional conduct, discrimination, uniform complaints, Title IX, sexual harassment, harassment, sexual misconduct, Williams, and all other complaints typical at the district level. **(E)**
5. Follows established investigation and case management procedures; ensures case closeout and that all remedies pertaining to investigations have been completed. **(E)**
6. Creates the investigative plan, coordinates and conducts witness interviews promptly and thoroughly. Provides involved parties with information about the investigatory process and applicable rights and policies. **(E)**

7. Serves, upon assignment, as a resource person to all educational partners on student, personnel related issues and/or District matters; including but not limited to federal, state, county, and District personnel policies and procedures for certificated and classified employees, while maintaining compliance. **(E)**
8. Remains informed of current trends in the operation of equity, diversity, and support systems, public education, and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures. **(E)**
9. Oversees and monitors the District's annual compliance trainings for employees, and conducts required in-service workshops for personnel. **(E)**
10. Oversees the complaint and grievance process. Conducts inquiries into employee complaints and grievances as directed, following established policies and procedures. **(E)**
11. Reviews existing procedures and recommends/implements changes to improve operations.
12. Assists in the development of personnel policies, procedures, and practices.
13. Prepares a variety of state and district forms and reports. **(E)**
14. Coordinates, supervises, and monitors special projects, assignments, and activities as assigned. **(E)**
15. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of:

- Personnel policies, laws, rules and regulations regarding contracts;
- District organization, operations, policies and objectives;
- Principles of good public and interpersonal relations;
- Office methods and practices, including filing systems, business correspondence, report writing, proper telephone techniques, personal computers, including word processing, spreadsheet, and database software;
- California Education Code, Title IX, and District administrative regulations and policies;
- Proper English usage, grammar, spelling, vocabulary, and punctuation; and
- Oral and written communication skills.

Ability To:

- Demonstrate leadership qualities and utilize motivational techniques and strategies;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Communicate effectively and tactfully in both oral and written forms with administrators, staff, students, and the community at large;
- Prepare meeting minutes, memos, letters, and reports independently;
- Analyze data and prepare spreadsheets;

- Work effectively with little or no supervision;
- Operate personal computer using various word processing, spreadsheet, and database software;
- Interpret District policies and regulations and apply them with good judgment in a variety of procedural matters;
- Compile and maintain accurate and complete records and reports;
- Make mathematical calculations of moderate difficulty;
- Operate a variety of office machines;
- Understand and carry out oral and written instructions;
- Maintain a working knowledge and application skills in the newest technological programs and hardware; and
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE

Demonstrated experience with coordinating, planning, and organizing the complaints and grievance process. At least five years of increasingly responsible experience in personnel in a school district or closely related setting.

EDUCATION

Bachelor's degree from a recognized college or university is required.

WORKING CONDITIONS

Environment:

- District office environment, school sites, and board meetings;
- Subject to driving to a variety of locations to conduct work during day and evening hours, and on call;
- Subject to frequent interruptions and continual deadlines;
- Demanding timelines; and
- Extensive contact with staff and the public.

Physical Demands:

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, or pulling light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents, and to monitor office activities;
- Sitting and/or standing for extended periods of time; and
- Mobility.

Hazards:

- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Compliance and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

Board approved: June 2, 2022