

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Compliance Officer	<b>JOB CODE:</b> 601Z
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Academic	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Chief Academic Officer	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Ensures the efficient administration of claims involving the provision of benefits and services for students, including analyzing and evaluating claims; conducting investigations; collecting evidence; conducting analyses of benefits provided in comparable claims; making recommendations to ensure compliance with federal and state procedures regarding provision of services and benefits as well as efficient application of District resources; working with District personnel, consultants, and legal counsel to improve organizational, operational, and financial efficiency in the District's provision of services and benefits; other duties as assigned.	

### REQUIREMENTS:

1.	Educational Level: Master Degree required; Preference for experience in public education and experience in regulatory/legal compliance.
2.	Certification/License Required: Appropriate professional certification relevant to the duties of the position (e.g. Valid Georgia Educational Leadership Certificate)
3.	Experience: Experience in state and federal policy; including experience in special education policies, procedures, and issues
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication;

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Monitors the development of the federal and state policy and advise appropriate adjustments to local policies, procedures and processes; support special education legal team as needed; possess comprehensive knowledge and understanding of federal and state laws affecting public education
2.	Supports the district leadership, school administrators, staff, and decision makers on individual cases and local policies, procedures, and practices as they relate to compliance with state and federal laws and regulations
3.	Develops, reviews, interprets, and provides informed opinions on the District's policies and procedures relating to the provision of services to students with exceptionalities, including the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act.
4.	May represent the district in IEP meetings when appropriate.
5.	Provides timely and appropriate responses to parent and agency correspondence related to IDEA and Section 504 rights and demands, OCR complaints, and State DOE complaints.
6.	Maintains data regarding the number, nature, and outcome of hearings, mediations, OCR, and State DOE complaints.
7.	Coordinates 504 and due process hearings and procedures; prepares school district participants in these hearings to be familiar with relevant issues and applicable litigation history; represents the District in Section 504 and due process hearings when appropriate.
8.	Identifies necessary follow-up activities and actions flowing from due process activities and communicates delegation of activities to District personnel to ensure compliance.
9.	Ensures that the school district's IEP process is appropriate and conducted with fidelity according to the IDEA and state rules governing special education.

10.	Works with District personnel, consultants, and legal counsel to improve organizational, operational, and financial efficiency in the District's provision of services and benefits.
11.	Conducts analyses of benefits provided in comparable situations within and outside the District; conducts risk management analyses regarding claims.
12.	Makes recommendations regarding efficient use of District resources while meeting expectations of federal and state law.
13.	Performs other duties as assigned by appropriate administrator.
14.	Demonstrates prompt and regular attendance.

Signature of Employee\_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_