

REVISED  
OCTOBER 27, 2014



<b>JOB TITLE</b>	<b>COORDINATOR SECTION 504</b>		
<b>DIVISION</b>	<b>DIVERSITY, EQUITY AND POVERTY</b>		
<b>SALARY SCHEDULE</b>	<b>II/GRADE 8</b>		
<b>WORK YEAR</b>	<b>220 DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR COMPLIANCE AND INVESTIGATIONS</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Provides leadership and coordinates the district's Section 504 program to ensure compliance.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors all active Section 504's in the district to ensure compliance and meet district obligations

Facilitates training of all school administrators annually with Section 504 updates and serves as support to schools when needed

Facilitates training for parents of students who hold or may hold Section 504 accommodations

Rewrites/updates the district Section 504 guide and provides updates to all administrative levels

Serves as a resource for Section 504 Chairpersons and other staff members

Provides updated Section 504 materials to appropriate administrators for inclusion in district procedure publications

Monitors national trends to ensure correct and up to date Section 504 implementation

Answers inquiries and prepares chronologies for the Office of Civil Rights on behalf of the district

Performs other duties as assigned by the Director Compliance and Investigations

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of related experience

Successful leadership experience

#### DESIRABLE QUALIFICATIONS

Master's Degree

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<b>JOB TITLE</b>	<b>COMPLIANCE INVESTIGATOR</b>		
<b>DIVISION</b>	<b>DIVERSITY, EQUITY AND POVERTY</b>		
<b>SALARY SCHEDULE</b>	<b>IA/GRADE 10</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>NONEXEMPT</b>
<b>REPORTS TO</b>	<b>DIRECTOR COMPLIANCE AND INVESTIGATIONS</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Coordinates the investigation activities of the district involving student and staff with local courts and police agencies. Maintains contact with students, parents, police, court 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

Performs other duties as assigned by the Director Compliance and Investigations

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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 experience investigating employee and/or student incidents

Proficient written and oral communication skills

Effective human relations skills

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree

General knowledge of Kentucky education statutes