

REVISED
OCTOBER 27, 2014



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

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

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