

Sweetwater Union High School District

CHIEF COMPLIANCE OFFICER

Purpose Statement

The job of Chief Compliance Officer is done for the purpose of evaluating, planning, implementing and monitoring district-wide compliance programs, policies and procedures that promote a culture that fosters ethical and compliant behavior. The Chief Compliance Officer functions as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization; monitors and evaluates efforts to meet requirements of the Title IX federal legislation in which prohibits all forms of sex (Title IX) and race (Title VI) discrimination in educational institutions that receive federal funding; and ensures compliance with state and federal equal opportunity regulations. Beyond meeting the complex legal requirements for resolving sex/race discrimination, sexual/racial harassment, this position helps to create and maintain the Sweetwater Union High School District's commitment to equal opportunity, and fosters a discrimination-free climate in all district programs and activities.

Essential Functions

- Provides policy information, guidance and advice to the Superintendent, the Governing Board, management and other staff on how to maintain an ethical and compliant culture in all district programs and activities; develops and periodically reviews and provides suggestions for updating district policy to ensure currency and relevance in providing guidance to management and employees
- Responds to alleged violations of rules, regulations, policies and procedures by evaluating and/or recommending the initiation of investigative procedures; assists in the investigation and resolution of such complaints in incidents involving staff and/or students in accordance with state, federal and district policy.
- Serves as or designates a Complaint Resolution Officer for complaints involving staff; initiates investigation and resolves issues involving alleged violations of the Sweetwater Union High School District policy on Sexual Harassment and Complaint Resolution Procedures.
- Acts as an independent review and evaluation body to ensure that compliance issues within the organization are being appropriately monitored, evaluated, investigated and reported.
- Assists the Human Resource Services Division in the investigation and resolution of complaints of non-compliant behavior involving staff; works with the Assistant Superintendent of Human Resources in matters related to alleged violations of state, federal and/or district policy.
- Initiates action, including investigation, when the District is on notice of facts that indicate the District needs to take steps to ensure that the schools maintain a safe and compliant environment.
- Collaborates with other departments (e.g., Risk Management, Internal Audit, Human Resource Services Division, etc.) to resolve compliance issues.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues; ensures compliance with federal, state and district policies and procedures; monitors program components.
- Facilitates meetings (e.g. eligibility hearings, etc.) for the purpose of identifying appropriate actions, developing recommendations; guides staff on compliance-related matters; provides support to staff with regards to compliance-related procedures.
- Prepares a wide variety of materials (e.g. agendas, minutes, financial records, athletic schedules, contracts, reports, updates/corrections to league constitution and bylaws, etc.) for the purpose of documenting activities and issues; conveying/gathering information and/or providing supporting materials to others including news media, athletic organizations, sponsors, boosters, etc.
- Monitors, reviews, collects, and verifies written data on the following: athletic participation opportunities; provide written approval of practice and game schedules prior to the commencement of the sports season; replacement policy for practice and competitive apparel; all required inventories for uniforms (practice and game), athletic equipment (practice and game) and maintenance equipment; evaluates all coaching personnel; evaluates the Athlete/Coach Instructional Ratio; monitors and review athletic expenditures for

gender equity; and evaluates the conference and non-conference opportunities provided to athletic teams in compliance with the terms of an established Compliance Plan.

- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues; ensuring compliance with various policies and procedures, and/or monitoring program components; provides reports on a regular basis to keep the Superintendent, Governing Board, Assistant Superintendent of Human Resources and/or other staff informed of the operation and progress of compliance efforts.

Other Functions

Supports and coaches other administrators and/or staff for the purpose of maintaining compliance with state, federal and district equal opportunity policies in order to achieve the goals of district programs and activities, including the athletic program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent laws, codes, policies, and/or regulations; state and federal equal opportunity laws; personnel processes; and standard business practices; basic budgeting; contract administration and communications systems.

ABILITY is required to organize a significant number of activities and meetings. Flexibility is required to independently work with others in a wide variety of circumstances. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction and communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; analyzing situations and making accurate decisions; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Working Environment

Indoor office environment; supervision responsibilities including day and evening outdoor activities.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience

Juris Doctor from an accredited law school or Master's Degree from an accredited college or university with major coursework in education administration or related field. Demonstrated record of effective administrative and related instructional leadership experience and accountability preferred.

Required Testing

None Specified

Certificates Preferred

Valid Driver's License & Evidence of Insurability
Availability of Private Transportation

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

*Management Job Description
Adopted by BOT 5/7/12*