

# Project Facilitator, Compliance Monitor

## Position Details

Job Code: C8131

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The individual selected for this position will assist the office in supporting the Clark County School District (CCSD)'s compliance with state and federal special education laws, Section 504 of the Rehabilitation Act of 1973, and other disability related laws. The Compliance Monitor will be expected to adhere to the CCSD's *Professional Domains and Standards for Licensed Employees* and will report to the Executive Director, Director, and Coordinator, Special Education Due Process Compliance, Student Services Division (SSD), Academic Unit (AU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists with the resolution of parent/guardian disputes.
2. Facilitates implementation of resolution agreements and orders for due process requests, mediations, state complaints, and constituent concern investigations.
3. Completes education record reviews related to special education complaints.
4. Compiles and completes student record reviews and prepare documents for due process hearings.
5. Assists staff in compliance with state and federal disability laws.

6. Assists in developing and updating written procedures, policies, and forms.
  7. Assists in developing, organizing, and implementing districtwide professional learning regarding special education and Section 504.
  8. Assists parents/guardians with special education procedures and rights.
  9. Assists with on-site investigations by the Nevada Department of Education (NDE) and the United States Department of Education (DoED), Office of Civil Rights (OCR).
  10. Provides technical support to the Executive Director, Director, and Coordinator with staff.
  11. Trains CCSD staff on relevant issues, policies, and procedures related to special education laws and Section 504.
  12. Coordinates distribution of information to CCSD employees regarding special education issues.
  13. Assists in reviewing and updating CCSD materials, forms, procedural manuals, handbooks, etc., concerning special education and Section 504.
  14. Monitors districtwide compliance with both federal and state special education laws.
  15. Reviews, processes, and provides training for corrective action regarding the Nevada Revised Statute (NRS) 388.471-515 regarding the use of physical restraint, mechanical restraint and aversive intervention.
  16. Processes parent/guardian requests for Revocation of Consent for Special Education Services.
  17. Conducts research related to current case laws.
  18. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Understanding and sensitivity towards diverse cultural and ethnic groups, and individuals with disabilities.
2. Working knowledge of federal, state, and local mandates.
3. Working knowledge of the Individuals with Disabilities Education Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Nevada Administrative Code (NAC) 388, Nevada Revised Statutes (NRS), and Title II of the American with Disabilities Act (ADA).
4. Working knowledge of Infinite Campus, Microsoft Word, Excel, and Google.
5. Demonstrate high level of self-confidence, initiative and problem-solving skills.
6. Excellent written and verbal communication skills.
7. Excellent organizational skills.
8. Ability to mediate and resolve conflicts Excellent Time Management Skills.

9. Ability to manage stress, especially in preparation of and during legal proceedings.
  10. Ability to interview witnesses and provide accurate written summaries.
  11. Ability to work cooperatively and effectively with colleagues, parents/guardians, school and administrative personnel, and representatives of the community, state, and federal organizations and agencies.
  12. Demonstrate mental and physical stamina commensurate with the responsibility of the position.
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## **Position Requirements**

### **Education and Training**

1. An earned master's degree from an accredited college or university with emphasis in special education or related services.
2. Five (5) years of satisfactory service in special education or related positions.
3. Experience in writing policies and procedures.
4. Successful performance in the position held at the time of application.

### **Licenses and Certifications**

1. Possess a valid special education or related services license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

1. Experience in providing special education services for students with disabilities.
2. Experience in preparing cases for litigation.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School

District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 11/12/24
- Created: 03/10/21