

Solano County
Office of Education

JOB TITLE: Director , Title IX, Compliance and Oversight

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The position of Director, Title IX, Compliance and Oversight is responsible for facilitating the charter school authorization process; functioning as the liaison to the County Office for school and community charter school petitioners; providing oversight to assigned activities, such as AB 1840, Williams Settlement, and Uniform Complaint Procedure.

Essential Functions

- Facilitates a review of charter school appeals and countywide petitions to the Solano County Office of Education (SCOE) and prepares appropriate reports relevant to charter school matters; serves as the liaison for charter appeals and countywide charter school petitioners to SCOE.
- Coordinates the division, staffing, and operational activities for the Compliance and Oversight Unit, including planning, prioritizing, selecting, train, assigning, supervising, and reviewing the work of staff responsible for providing services for the unit.
- Attends and participates in professional learning opportunities to stay up to date on trends and legislative issues related to assignment and makes recommendations to appropriate leadership.
- Works cross-departmentally to prepare program evaluations, including compiling reports and statistical information needed for evaluation of program effectiveness.
- Coordinates and provides oversight of compliance areas, including Assembly Bill (AB) 1840, Williams Settlement, Uniform Complaint Procedures, Title IX Coordinator, and other areas as assigned.
- Supports County appointed district administrators and trustees in their oversight of districts regarding AB 1840 and Attends and participates in meetings related to district oversight matters.
- Performs AB 1200 duties as assigned.
- Performs audits of district transactions using fraud audit techniques.
- Reviews and updates Superintendent policies to ensure compliance with the law as appropriate.

- Assists with the review of contracts regarding compliance with SCOE's contract standards.
- Assists in the planning, organizing Emergency Operations Center (EOC), and other EOC related tasks to ensure the preparation of the EOC when activated.
- Facilitates the processing of subpoenas and public records requests.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB REQUIREMENTS AND QUALIFICATIONS

SKILLS required: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups, district leadership and all levels of staff; organize, analyze, draw conclusions from and present on various sources of data in a non-technical format; preparing and maintaining accurate records.

KNOWLEDGE required: pertinent federal, state, and local codes, policies, regulations and/or laws related to the operation, services, and activities of local educational agencies (LEA); current trends and research relating to LEAs; principles of program development and project management.

ABILITY required: to gather, collate, and/or classify data; work with data utilizing defined but different processes; to make presentations to individuals, groups, and community partners; to work with a significant diversity of individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include adapting to changing work environment and/or priorities; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working effectively under time constraints.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives. Utilization of resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Education: Bachelor's degree from an accredited college or university with major course work in a field related to job description, such as public administration, business administration, or a field requiring use of data analytic tools and skills

Experience: Five (5) years of increasingly responsible experience in the areas of school budgets and program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.

Equivalency: Any combination of experience and education equivalent to a bachelor's degree from a regionally accredited college or university with major course work in field related to job description and five (5) years of increasingly responsible experience in the areas of school budgets and program development and implementation in public or government entities, including two years of experience supervising and evaluating staff.