

School Safety Compliance Officer

A full-time, 200 day-position

The School Safety Compliance Officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, and District policies regarding student safety. The Officer oversees the District's duty to address in a prompt and equitable manner, any inquiries or complaints regarding discrimination, harassment, bullying, retaliation or denial of equal access. The Officer facilitates the investigation and resolution of informal reports and formal complaints. The Officer, who serves as the District's Title IX Coordinator, is the District-wide resource in matters related to student safety. This position develops and implements educational programs regarding discrimination, harassment and bullying prevention, ensuring faculty, staff, students and families understand their rights and, where applicable, responsibilities under the law. The Officer collaborates with district and school administrators, staff, local agencies and organizations, to identify and address systemic problems and solutions.

Minimum Job Requirements

- Master's degree in a related field; at least 5 years of experience related to the duties and responsibilities specified. Further advanced degree(s) may be substituted for years of experience.
- Relevant professional training or certification, such as ATIXA Certification preferred

Compensation

- \$80,000-\$95,000, depending on education and experience
- Competitive benefits package

Reports to: Superintendent of Schools

Knowledge, Skills, and Abilities

- Knowledge of federal, state, and district policies and practices specific to the applicable compliance area.
- Experience in conducting investigations under relevant policies, including report writing, conducting interviews, and complaint resolution, in a highly professional, sensitive, trauma-responsive and confidential manner.
- Ability to assess and negotiate highly complex, confidential and sensitive matters while maintaining objectivity and neutrality
- Superior analytical abilities, excellent attention to detail and strong problem-solving skills
- Strong organizational skills and a demonstrated ability to maintain detailed and thorough records of reports and investigations
- Skill in examining and revising operations and procedures, assisting in the development of policy, and developing and implementing new strategies and procedures.
- Strong understanding of the complexities surrounding investigations in an educational setting
- Ability to gather data, compile information and prepare reports.
- Experience in the successful development and implementation of educational and training programs with strong presentation and facilitation skills on difficult topics with diverse constituencies
- Strong interpersonal and written and oral communication skills
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to handle confidential and sensitive situations with diplomacy and excellent judgment.

Job Responsibilities

Education and Outreach

- Maintain current knowledge of the relevant laws, regulations, policies, procedures and best practices and trends related to student safety.
- Work collaboratively with district and school leadership to develop, implement, coordinate and conduct educational programs, initiatives, and training designed to educate and support employees, students and families about requirements under state and federal laws and regulations, district policies and procedures regarding discrimination, harassment, bullying, and retaliation.
- Provide ongoing support and training to administrators and district- and building-level staff
- Provide ongoing training, consultation and technical assistance for District staff, students and families.
- Prepare and disseminate up-to-date educational material, including brochures, posters, web-based materials and other resources that inform members of the District and community of the areas addressed by the Student Safety Office,
- Ensure that others involved with processing complaints are adequately trained in compliance with laws, regulations and policies.
- Serve as a liaison to relevant committees and workgroups
- Support efforts to foster a community of respect that aims to prevent discrimination, harassment, bullying, retaliation and other student safety concerns.
- Develop and maintain collaborative partnerships with local law enforcement, victim advocate, child protection and other agencies
- Ensure that all constituents have access to student safety-related resources

Complaints and Investigations

- Conduct intake on reports of discrimination, harassment, bullying, retaliation, sexual violence, and other related complaints
- Inform complainants about the district's complaint procedures, including information about rights, options, and resources, assist individuals in filing complaints, when needed
- Facilitate the provision of interim protective measures, as needed
- Act as a neutral independent investigator to conduct prompt, thorough, confidential, trauma-responsive, unbiased investigations of reported incidents by interviewing all parties and relevant witnesses and by identifying and gathering other information and documents relevant to the resolution of the complaint. Prepare detailed investigative reports including factual findings and credibility analysis and communicate with parties regarding process status and complaint outcomes.
- Coordinate referrals to other administrators, law enforcement, child protection, victim advocacy and other relevant organizations
- Support the hiring of external consultants, if needed, facilitating scheduling for interviews and hearings, and maintaining communications with the complainants and respondents
- Organize and maintain records of each complaints filed including all formal and informal. At least annually, review complaint files to ensure that the district's complaint procedures and timelines are consistently followed, and to identify any patterns and repeat offenders

Reporting and Communicating Regarding Student Safety in the District

- Regularly review district and building publications, including student and faculty handbooks, to ensure that they include consistent and up-dated information about student safety policies, procedures and resources.

- Ensure that copies of complaint and reporting procedures and any related methods of reporting are accessible and available in each school building and online for students, staff, parents, and others.
- Communicate with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner
- Coordinate with local victim advocacy organizations and service providers
- Ensure that the District complies with all laws and regulations regarding posting of information about student safety.
- Assist in investigating and preparing responses to discrimination and harassment complaints filed with federal, state or local agencies, coordinating with district legal counsel, as needed
- Coordinate with district administration and legal counsel regarding relevant Right-to-Know requests

Collaboration with School Board and Administration

- Support the School Board Communication and Policy Committee to review and revise policies regarding student safety, as needed
- Serve as a resource for School Board, administration and district- and building-level staff about student safety
- Identify systemic problems relating to complaints and determine whether district-wide resources should be adopted in response.
- Ensure ongoing compliance by collecting and analyzing data, and writing reports, upon request

Perform other duties as assigned.