

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Assistant Superintendent of Compliance

#### QUALIFICATIONS

##### CERTIFICATED:

Credential: Required Appropriate California Administrative Credential

Education: Required M.A. or M.S. or J.D.

##### CLASSIFIED:

Credential: Not required

Education: Required M.A., M.S. or J.D.

EXPERIENCE: Preferred Minimum of three (3) years teaching experience.

Principal experience.

Required Minimum of three (3) years administrative experience (Preferably site administration, human resources, law, public safety, leadership, or other position that demonstrates professional-level knowledge of practices, methods, and techniques to plan and conduct independent, complex, and sensitive investigations and ensure regulatory compliance).

Minimum of three (3) years of experience planning and conducting independent, complex, and sensitive investigations.

Experience working with youth.

LICENSING: Required Valid driver's license.

#### PERSONAL QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent, the Assistant Superintendent of Compliance shall manage all aspects of Title IX compliance, Uniform Complaint Procedures (UCP), and Public Records Act requests; ensure ongoing compliance with provisions set forth in the Stipulated Judgment between RUSD and the California Department of Justice, and the resolution agreement by the Office for Civil Rights and provide evidence and data regarding compliance as required; review all complaints and

incident reports involving sexual harassment, assault, or abuse of students including personnel complaints, formal complaints, and informal complaints; examine and conduct complex and highly sensitive administrative investigations; provide regular training for district and site leadership on model compliance, complaint, and investigation procedures; act as a resource and liaison among district office staff, school site staff, parents, and community members to resolve a wide variety of issues; independently perform operational and technical duties related to parent engagement and department support; collaborate with students, families, district employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our district community.

#### DUTIES AND RESPONSIBILITIES

As assessed by the Superintendent, the duties and responsibilities of the Assistant Superintendent of Compliance will be as follows:

1. Ensure compliance with the Stipulated Judgment in *People v. Redlands Unified School District* (24STCV13334) entered June 5, 2024. Ensures district-wide compliance with Title IX and UCP regulations and Board Policy related to the receipt and processing of complaints, including procedural management of complaints, assigning, and supporting investigators, by providing timely, thorough, and accurate responses, and implementing corrective actions.
2. Ensure compliance with Education Code section 200 et seq.
3. Implements and facilitates the District's compliance processes including but not limited to student and parent, citizen, employee-to-employee, discrimination, and harassment complaints.
4. Leads the investigation process for Title IX, UCP, discrimination, and harassment complaints against employees, and allegations related to student safety from inception to conclusion (BP/AR 1312.3).
5. Ensure compliance with Education Code section 33315 and sections 4600-4694 of Title 5 of the California Code of Regulations, and California Education Code section 44030.5, subdivision (a). Or, in the event an outside investigator is used, designate and oversee that investigator.
6. Supports district investigators to plan and conduct investigations, respond to complainants, witnesses, and respondents, foster resolutions, and monitor activity at the conclusion of the process including staff discipline, interim measures, supportive measures, and remedies.
7. Administers, interprets and applies provisions of the Education Code, relevant federal and state laws, district policies and procedures, and collective bargaining agreements.
8. Serve as the District's Compliance Coordinator under the Uniform Complaint Procedures and "Title IX Coordinator" as set forth in Title 34 of the Code of Federal Regulations.
9. Receive, investigate, and resolve violations of AR 4019.1 – Professional Adult/Student Boundaries (Boundaries Policy).
10. Ensure that any interim measures, supportive measures, or remedies issued in connection with notice or allegations of sexual harassment, assault, or abuse of students of the District are implemented, including by issuing directions as necessary to the Assistant Superintendents of Human Resources and Student Services as applicable. In the event of a complaint involving a student with a disability, consult with that student's Individualized Education Program (IEP) team and/or Section 504 team throughout the process of investigating and resolving the complaint and ensure that the student with a

disability is not discriminated against on the basis of disability.

11. Administer, monitor, and ensure that all required documents and information are properly logged in the Centralized Tracking and Response System for complaints of sexual harassment, assault, and abuse of students.
12. Establish, maintain, and monitor an email address dedicated to the receipt of complaints and other information related to sexual harassment, abuse, or assault of students.
13. Review, analyze, and inform the Superintendent and Board of any trends in complaints received, and providing leadership for implementation of corrective actions in response; and
14. Guides, advises, and provides support and training to school sites with respect to preventing and responding to notice or complaints of sexual harassment, assault, and abuse of students of the District.
15. Identifies certificated and classified in-service training needs, recommends, designs and implements training for the purpose of increased capability and performance of all staff in compliance with Title IX and UCP requirements and complaint regulations.
16. Coordinates and responds to findings from federal and state compliance agencies.
17. Maintains an up-to-date and relevant district complaint matrix.
18. Effectively collaborates with district and site staff regarding complex problem-solving on a wide variety of subjects and concerns.
19. Researches, compiles, and analyzes data for district, state, and federal reports.
20. Communicates effectively with district and site staff to resolve issues and exchange information.
21. Manages the consultation provided to complainants and respondents to offer supportive measures, explain the grievance process, determine immediate actions including emergency removal and the use of the informal resolution process the parties of the outcome of the investigation and their appeal rights, and review remedies and disciplinary measures taken as a result of the investigation findings.
22. Consults with outside agencies including but not limited to social services, law enforcement staff, including school police, as necessary.
23. Provides training to staff and other administrators on relevant state and federal laws and regulations, and district policies and procedures, and Education Code related to preventing, stopping, and remedying sexual harassment, assault, and abuse.
24. Ensures relevant district policies are up-to-date and in compliance with the law.
25. Manages multiple, on-going, and complex caseloads of complaints and projects.
26. Exercises strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
27. Exercises excellent mediation, analytical, problem-solving, and organizational skills with attention to detail.

- 28. Demonstrates a commitment to diversity and inclusivity and the ability to work with a wide range of constituencies with diplomacy and tact.
- 29. Debriefs Executive Cabinet on volume of complaints, level of resolution, and demonstrated best practices.
- 30. Provides oversight of the cataloguing of and responses to Public Records Act Requests related to notice and response to allegations of sexual misconduct.
- 31. Performs other duties as assigned.

07/09