

JOB DESCRIPTION

POSITION TITLE: Compliance, Legal, & Legislative Officer	JOB CODE: 601Z
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Chief of Staff	WORKDAYS: Annual Administrative Employees
REPORTS TO: Chief of Staff	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Ensure compliance with state and local Board of Education policies/rules and state and federal laws. Provide oversight of the development, implementation and evaluation of District student discipline, student support and Title IX policies and procedures. Collaborate with district personnel, consultants, and legal counsel to improve organizational, operational, and financial efficiency in handling legal and regulatory matters. Work with legislators, regulatory bodies, and advocacy groups to realize the district's legislative priorities and advocate for the District's interests.	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Preference for experience in public education and regulatory/legal compliance and Juris Doctor degree.
2.	Certification/License Required: Appropriate professional certification relevant to the duties of the position (e.g. Valid Georgia Educational Leadership Certificate)
3.	Experience: Experience in state and federal policy implementation; local school leadership, and legal and regulatory matters.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; public relations; legal training

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrate s prompt and regular attendance.
2.	Monitors and influences the development of legislation and policy at the local, state, and federal level.
3.	Advises on appropriate adjustments to internal policies and procedures resulting from external legislative and policy changes.
4.	Works with professional and civic organizations to build support for legislative priorities and other initiatives.
5.	Serves as the District Title IX Coordinator.
6.	Supervises the resolution of OCR complaints.
7.	Provides training on compliance and legal matters.
8.	Provides oversight for the Office of Student Discipline and the Office of Student Support.
9.	Supports district leadership, school leaders, and staff on legal cases and local policies, procedures, and practices as they relate to compliance with state and federal laws and regulations.
10.	Provides oversight of the development, implementation and evaluation of student discipline, student support and Title IX policies and procedures.
11.	Works closely with the Director of Compliance for Special Education to monitor and resolve cases.

12.	Performs other duties as assigned by appropriate administrator.
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Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____