

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
DIRECTOR, EDUCATIONAL EQUITY COMPLIANCE

Job Purpose

Serves as the District's designee to direct the District's compliance with and its responsibilities under the various state and federal nondiscrimination laws; directs a program to provide information/technical assistance on a District-wide basis with regard to these laws and any other state and federal nondiscrimination legislation.

Responsible to

Chief Education and Litigation Counsel/General Counsel

Subordinates

Certificated personnel as assigned

Classified personnel as assigned

Functions

Essential Functions

1. Directs and monitors District compliance with federal and state nondiscrimination mandates in educational programs affecting persons based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age or persons or groups associated with a person or group with one or more of these actual or perceived characteristics.
2. Responds to and monitors all formal special education compliance complaints filed with the California Department of Education (CDE) and under the Uniform Complaint Procedure; communicates remedies to District personnel; monitors remedies to provide documentation of completion.
3. Directs a program of staff development to ensure compliance in educational programs with nondiscrimination guidelines from the Office for Civil Rights (OCR) for all protected categories.
4. Directs District Educational Equity Federal Program Monitoring Reviews in conjunction with external agencies.
5. Responds on behalf of the District to all complaints filed with the OCR alleging that the District has discriminated against individual(s) on a protected basis.
6. Directs the District's appeal process for students and employees whose request for reasonable accommodation based on a disability has been denied or who are dissatisfied with accommodations granted.
7. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s).

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Service Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
2. Knowledge of the Education Code, Title V of the California Code of Regulations, federal laws, and District policies which address nondiscrimination in educational programs.
3. Knowledge of the *Modified Consent Decree*, the District's special education program, and mandates affecting students with disabilities.
4. Knowledge of the English Learner Master Plan.
5. Knowledge of staff development and in-service resources and the ability to implement them.
6. Knowledge of effective administrative and managerial practices and ability to implement them.
7. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
8. Ability to plan, organize, and manage time for self and others.
9. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
10. Ability to utilize, observe, and evaluate subordinates effectively.
11. Ability to work effectively with groups regardless of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age or persons or groups associated with a person or group with one or more of these actual or perceived characteristics.
12. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
13. Ability to make formal presentations.
14. Ability to compose and comprehend written communication.
15. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT