

SCHOOL COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work involves the monitoring of faculty, staff and student compliance with school district policies and procedures as well as applicable laws and regulations regarding absence, residency and other areas/concerns, as assigned. Responsibilities include ongoing review of data, along with investigative research, and may on occasion include handling related assignments containing basic legal procedural aspects. Familiarity with current relevant regulations, policies and procedures must be maintained. Incumbent maintains records and reports to document and certify instances of compliance/non-compliance. Duties require interaction with school faculty and staff as well as students and parents. Considerable exposure to confidential information is involved. Work is performed under direct supervision of Assistant School Superintendent or other high level school administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and monitors records as required to document and verify compliance with policies, procedures, rules and regulations, as assigned;

Stays up-to-date with policies, procedures, rules and regulations relevant to assigned areas of review/monitoring;

Investigates and follows up on complaints or information relative to compliance with policies, procedures, rules and regulations, as assigned;

Provides reports and other documentation as requested to district administration;

May assist with spreading awareness of policies, procedures, rules and regulations to improve understanding and promote compliance, as assigned;

May assist with providing reports and other documentation in cases requiring legal action, as assigned;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of policies, procedures, rules and regulations regarding attendance, absence, leaves, residency, and other as required; knowledge of legal residency requirements and related applicable federal, state and local laws, rules and regulations; familiarity with school district contractual obligations;

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ability to communicate effectively both orally and in writing; ability to maintain complete and accurate records and to develop meaningful reports from them; ability to use computer office software programs; ability to establish and maintain effective working relationships; ability to deal effectively, efficiently and professionally with diverse groups of students and school district staff; skill in interviewing, researching and investigating in order compile/verify required information; integrity; confidentiality; good judgment; reliability; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma, and two (2) years of experience involving investigation, research, or law enforcement work; or
- b) Status as retired deputy sheriff, or retired police, state police, correction, parole or probation officer.

SPECIAL REQUIREMENTS REGARDING POSSESSION OF FIREARMS:

School Compliance Officers may not carry or possess firearms while on duty unless authorized to do so by the appointing authority. If so authorized, possession of a license issued pursuant to §400.00 of Penal Law (Criminal Procedure Law §2.10.37) is required. Where possession of license is required, eligibility for and possession of the license is required at the time of, and throughout, appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.