

**EXTERNSHIP
OFFICE OF COMPLIANCE AND MONITORING
STUDENT SUPPORT SERVICES DIVISION
CLARK COUNTY SCHOOL DISTRICT**

POSITION:

The Boyd School of Law, UNLV law student selected for this Externship will assist the Office of Compliance and Monitoring in ensuring the Clark County School District's compliance with state and federal laws, regulations, policies and procedures governing the administration of special education and related services and Section 504 of the Rehabilitation Act of 1973. The Extern selected will work under the direct supervision of the Compliance Officer and Administrative Specialist, Office of Compliance and Monitoring, Student Support Services Division, Clark County School District.

RESPONSIBILITIES:

1. Conduct legal research and writing including drafting briefs on various laws, regulations, relevant issues and topics governing the administration of special education and related services and Section 504.
2. Assist Compliance Officer and Administrative Specialist with preparation of and coordination of mediations, due process hearings and Section 504 administrative hearings.
3. Assist Compliance Officer and Administrative Specialist with negotiations, mediations and settlement proceedings.
4. Assist with developing and updating written procedures, policies and district special education forms.
5. Assist Compliance Monitors with preparation of documentation and assist with on-site investigations conducted by the Nevada Department of Education and the United States Department of Education, Office for Civil Rights (OCR).
6. Perform other duties as assigned.