



COORDINATOR, TITLE IX

GENERAL RESPONSIBILITIES

Under the direction of the Director of Student Leadership, the Title IX Coordinator is responsible for the administration, supervision, and monitoring of the division's compliance with federal Title IX requirements and related state and school division policies and regulations.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the School Division's resource on Title IX compliance.
- Maintain knowledge of state and federal laws and regulations and School Division policy and regulations related to Title IX.
- Oversee the development and implementation of training for employees responsible for responding to and investigating Title IX complaints.
- Conduct an initial review of allegations to determine if the formal complaint is subject to mandatory dismissal; issue written notice to the parties if dismissal is appropriate.
- Coordinate and monitor investigations of complaints of sexual discrimination, harassment, and misconduct.
- Communicate with complainants and respondents regarding the complaint process, supportive measures, and resolution options.
- Monitor all Title IX cases to ensure all investigations are completed promptly and are in accordance with Title IX guidelines.
- Oversee the development and implementation of training for decision-makers.
- Provide the decision-maker with the investigative report and all documents at the time of appointment.
- Consult with school-based and central office administrators concerning Title IX guidelines, complaints, and investigations.
- Consult with the School Division's legal counsel concerning Title IX regulations and compliance.
- Maintain data regarding Title IX complaints filed, investigated, and resolved.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of Title IX laws and regulations, and the guidelines governing Title IX complaint investigations. Must have strong organizational, problem-solving, and conflict resolution skills, be skilled in training staff and facilitating meetings, and proficient in the use of technology. Must have the ability to apply Title IX laws and regulations and prioritize and manage multiple projects and tasks; organize and manage time effectively; communicate effectively both orally and in writing and possess the ability to manage confidential and sensitive information. Must have the ability to skillfully manage individual, group, and organizational interactions, and establish and maintain effective working relationships with school officials, parents, students, teachers, support staff, and associates.



EDUCATION AND EXPERIENCE

Required: Master’s Degree. Minimum of three (3) years’ successful experience as a school-based or central office administrator or related field with experience working in a K-12 educational environment.

Preferred: Licensure in Administration and Supervision preK-12.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 5/22
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