



## DISTRICT TITLE IX COORDINATOR

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### Position Summary

The Title IX Coordinator has a responsibility to coordinate the District's efforts to comply with its obligations under Title IX and the Title IX regulations; oversees all Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct as they impact students or the academic environment. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies and followed with integrity.

### Supervisory Relationship

This position reports to Assistant Superintendent of Instruction.

This position does not supervise others but may provide task level direction to others.

### ESSENTIAL FUNCTIONS

1. Serve as the District's liaison to state and federal agencies regarding Title IX compliance and civil rights requirements regarding discrimination and harassment.
2. Oversee the implementation of the District's Title IX policies and procedures to make sure policies are applied consistently across the district.
3. Consult with senior leadership to promote District-wide awareness and discussion of Title IX-related issues.
4. Recommend and implement any modifications of policies and procedures to prevent and eliminate discrimination based on sex, gender identity, and sexual orientation, including sexual harassment and sexual misconduct.
5. Regularly review district and building publications to increase awareness regarding Title IX regulations and compliance.
6. Ensure that the district uses effective methods to annually inform all students, parents, and employees about the district's Title IX complaint procedures.
7. Disseminate, provide and/or facilitate ongoing training, consultation and technical assistance for all students and/or parents outlining their rights under Title IX with regard to sexual misconduct, reporting options, grievance procedures, applicable disciplinary code, the offices or individuals with whom students can speak confidentially, the office or individuals who can provide support services, the employees who must report incidents to the Director of Human Resources, and Title IX's protections against retaliation.
8. Oversee or conduct prompt, thorough and impartial investigations, which include: identifying and interviewing witnesses, gathering and securing relevant documentation/evidence, analyzing the information gathered and preparing written findings and other documentation as appropriate.
9. Communicates with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner; coordinates with local victim advocacy organizations and service providers.

10. Collaborate with the Director of High Schools to develop, implement and document an annual evaluation of the athletic programs at each school building to ensure that the overall benefits and treatment of the boys' and girls' athletic programs are comparable, considering the following factors: accommodation of interests and abilities, coaching and tutoring, equipment and supplies, scheduling, facilities, medical services and training, publicity and awards, and travel and per diem.
11. Determine whether each school site and program resources should be adopted in response, including review and revision of the District's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts to targeted populations.
12. Receive and process, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
13. Receive and process, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX.
14. Notify complainants of their right to pursue remedies outside of the District's grievance process and follows-up with parties regarding implementation recommendations.
15. Issue findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
16. Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints; recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary to implement recommendations.
17. Advise the superintendent and members of the Board of Education regarding the status of the District's compliance with Title IX.
18. Prepare annual statistical reports for the District on the incidence of sexual harassment or other Title IX matters.
19. Remain abreast of current state and federal laws and regulations/trends in the field of education related to harassment and other discriminatory practices that violate Title IX.

### **Required Knowledge, Skills and Abilities**

1. Be skilled in examining and re-engineering operations and procedures, formulating policy.
2. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
3. Strong facilitation and presentation skills.
4. Knowledge of laws and regulations related to discrimination.
5. Knowledge of current laws, regulations and guidance related to Title IX and guidance adopted by the Oregon Department of Education and the U.S. Department of Education Office for Civil Rights (OCR).
6. Demonstrated advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
7. Ability to manage multiple deadlines and work independently.
8. Ability to develop and present educational programs and/or workshops.
9. Ability to provide technical advice and information to staff, students and community.
10. Ability to investigate and analyze claims information and to draw conclusions.
11. Skill in organizing resources and establishing priorities.

12. Ability to operate calmly and effectively under stressful conditions.
13. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
14. Ability to manage highly sensitive and confidential information.
15. Ability to exercise good judgment and demonstrate initiative.
16. Conflict resolution and/or mediation skills.
17. Ability to use independent judgment and to manage and impart confidential information.
18. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and
19. Implementing new strategies and procedures.
20. Ability to foster a cooperative work environment.

## Minimum Qualifications

### Education

- A Bachelor's Degree from an accredited college or university in education policy, public administration or a related field.

### Experience

- A minimum of five (5) years of experience in education or social services policy or public administration or the legal field.
- At minimum of three (3) years of investigatory experience is required.
- Possession of a Title IX Coordinator certificate, or willingness to complete Title IX Coordinator training upon hiring.

## Work Environment

Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4J MAPS Association
<b>Pay Grade</b>	Grade 12 - 12 month calendar
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	May 16, 2023