

**Title IX Director**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Division: Human Resources**

**TITLE:** Title IX Director

- QUALIFICATIONS:**
1. Master's Degree or equivalent experience in Educational Administration or related field.
  2. Extensive knowledge of Title IX, Americans with Disabilities Act, and other applicable civil rights and employment laws.
  3. Experience in conducting investigations including interview methods and techniques.

**REPORTS TO:** Assistant Superintendent of Human Resources

**JOB GOAL:** Is responsible for providing a comprehensive Title IX Program and will serve as the school system's primary administrator for cases alleging sexual misconduct, discrimination, and harassment,

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Implements and coordinates annual Title IX training for all employees and students and maintains accountability and records concerning such training.
2. Provides ongoing consultation with all employees regarding Title IX requirements, compliance and grievance resolution.
3. Gathers evidence and investigates incidents and complaints reported as Title IX violations filed by students, employees, volunteers or parents.
4. Coordinates interim measures and accommodations with departments and divisions throughout the district.
5. Provides resource referrals to students and staff involved in investigations.
6. Remains knowledgeable of federal and state law and regulations, and trends within public education related to sexual harassment and other discriminatory practices.
7. Ensures a fair, timely, and well-documented investigative process and maintains accurate and thorough records and notes of investigatory process.

8. Creates comprehensive written investigate reports that clearly identify the issues investigated, identify all relevant policy, and summarize all relevant evidence.
9. Tracks, trends, reports, and addresses systemic problems relating to complaints.
10. Work with hostile and emotional individuals in a compassionate, professional and courteous manner.
11. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to sexual harrasment and discrimination issues.
12. Maintain confidentiality and professional relationships in dealing with sensitive, complex civil rights, legal and human resource issues and situations.
13. Listen, identify, elicit and distill essential information needed to assess and resolve problems and issues.
14. Treat all constituents engaged in the complaint process with sensitivity and neutrality and to exercise a high level of confidentiality.
15. Manage multiple, on-going and complex caseload of Title IX-related incidents and complaints.
16. Strives to maintain and improve professional competence. Participates in the development and support of the broad school/department vision.
17. Performs related duties and responsibilities as required by the Superintendent.
18. Ensures the school district's continued compliance with Title IX of the 1972 Educational Amendments Act and subsequent federal guidelines.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA

**Starting Salary and/or Grade:** Exempt Central Office Administrator V

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Organization, synthesis and analysis of varied and complex information and problems.
- Effective oral and written communication of policies, procedures, and legal concepts.
- Working with diverse academic, cultural and ethnic backgrounds of students and staff.
- Utilizing computer technology used for communication, data gathering, and reporting.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.