

TITLE IX INVESTIGATOR

New Hanover County Schools

Job Description

Class: Administrative
Division: Human Resources

TITLE: Title IX Investigator

QUALIFICATIONS:

- (1) Bachelor's Degree or equivalent experience in Educational Administrator or related field.
- (2) Experience in conducting investigations including interview methods and techniques.
- (3) Other qualifications as the Superintendent and Board of Education may find appropriate.

REPORTS TO: Title IX Director

JOB GOAL: Conduct prompt, thorough, and impartial investigations related to allegations of sexual harassment, sex discrimination, and gender based discrimination by students, employees, and third parties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Conduct investigations of complaints alleging sexual harassment, sex discrimination, and gender based discrimination by students, employees, and third parties.
2. Ensure a well-documented Title IX investigation and create comprehensive written investigative reports that clearly identify the issues investigated, identify all relevant policy, and summarize all relevant evidence.
3. Act as a neutral third party investigator to ensure prompt, thorough, and impartial investigation of all cases.
4. Maintain confidentiality and professional relationships in dealing with sensitive confidential information.
5. Manage multiple, on-going, and complex caseload of Title IX related incidents and securely store materials.
6. Regularly update Title IX Director on investigations and maintain timely communication with all parties.
7. Assist school administrators, as needed, on school based sexual harassment and sexual discrimination investigations.
8. Serve as a resource and provide guidance to school administrators regarding harassment and discrimination policies.
9. Treat all constituents engaged in the complaint process with sensitivity and neutrality and exercise a high level of confidentiality.

10. Work with challenging individuals in a compassionate, professional, and courteous manner.
11. Attend trainings and applicable professional development.
12. Participate in Title IX hearings.

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: 12 months

Starting Salary and/or Grade: SA 2

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.
- Ability to work with diverse academic, cultural, and ethnic backgrounds of students and staff.
- Strong familiarity with utilizing computer technology used for communication, data gathering, and reporting.
- Compliance with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently and adhere to deadlines.
- Knowledge of federal Title IX law and U.S. Department of Education Title IX regulations.
- Experience working with K-12 students and employees.