

Job Title:	Senior Title IX and Anti-Bullying Specialist
Grade Level/Terms of Employment:	Grade 124/Twelve-Month (260-Day) Contract
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Director of Employee Relations

General Description:

The Senior Title IX and Anti-Bullying Specialist supports the Talent Office Ombudsman in ensuring that reported incidents of gender discrimination, sexual harassment and/or violence, and RPS employee-involved child abuse incidents impacting RPS students are thoroughly and properly handled in the best interest of the involved students. The Senior Title IX and Anti-Bullying Specialist is responsible for responding to incidents and consulting with schools on next steps, best practices and Title IX compliance; advising administrators on reporting protocols (e.g. Title IX, CPS and law enforcement); initiating investigations, sharing resources and ensuring that all incidents are properly reported, documented, and resolved.

Essential Duties and Responsibilities:

- Responding to Title IX and CPS-related phone calls, opening cases and redirecting calls as necessary
- Assisting and supporting Title IX and RPS employee-involved child abuse investigations, sharing guidelines and policies, recommending procedures for ensuring Title IX compliance
- Assisting with coordinating the division's response to allegations of sexual harassment, bullying and Title IX cases
- Ensuring that every individual involved in reported cases is treated fairly, appropriately, and in accordance with applicable Title IX laws, regulations and RPS policies related to Title IX, child abuse and bullying.
- Assisting in ensuring that students, families and staff are provided appropriate trauma-related and socio-emotional resources and services
- Performing additional ad hoc duties as assigned

Qualifications:

- Bachelor's Degree in Human Resources, Social Work or related area
- At least 3 years of experience in the area of human resources investigations, and mediating conflict
- Demonstrated knowledge of the Title IX federal Civil Rights Act
- Demonstrated knowledge of anti-bullying programs and strategies
- Strong problem solving skills
- Excellent oral and written communication skills
- Knowledge of Title IX, principles of conducting investigations, including interview techniques
- Strong organization and documentation skills
- Ability to deal with confidential and sensitive information

- Demonstrated commitment to diversity and inclusivity
- Ability to work with a wide range of individuals with diplomacy and tact