



Description of WPS District Level Title IX Coordinator

Summary:

Title IX requires that each school district, like WPS, have **at least one** person designated as the Title IX Coordinator. District Coordinators are the main points of contact regarding Title IX and at the district level are the individuals designated to coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX including processing Title IX complaints or circumstances made known to the district of alleged noncompliance with Title IX, or alleging any actions of the district which are prohibited by Title IX. The Title IX coordinator is also tasked with maintaining centralized data regarding Title IX district compliance. The State of Connecticut also requires that each school district have a Title IX coordinator at the building level. This means that WPS has an obligation to name and provide information regarding the Title IX coordinators at each of WPS' 33 sites. In summary, the Title IX coordinator's primary responsibility is to coordinate the school district's compliance with Title IX, including the school district's grievance procedures for resolving associated complaints

Responsibilities of the Title IX Coordinator:

- Understand Title IX to ensure that procedural requirements of the legislation are being met
- Develops a working knowledge of Title IX
- Has a copy of the law available and understands its requirements.
- Keeps informed of current research and legal and judicial decisions related to Title IX
- Ensures the school district is complying with Title IX conducting continual reviews of school district policies to ensure that it is not discriminating based on sex or sexual orientation and that information about the school district's practices, including counseling, are non-discriminatory
- Ensures that the district's non-discrimination pledge or statement is incorporated into job postings and/or other documents and is visible at the school level and district level
- Coordinates the grievance procedure for Title IX complaints which includes assisting students and parents in filing and investigating the concerns or issues
- Works to decrease sex discrimination in the school district by providing technical assistance to other district personnel through program development and in-service training to eliminate sex discrimination and to promote gender equity.
- Seeks to find and implement programs to prevent sexual harassment and discrimination.
- Conducts periodic surveys to determine athletic interest of all students and ensure that budget and participation are proportionate for both sexes
- Maintains district data related to Title IX cases or complaints
- Maintains a log of all trained district Title IX building level coordinators and district level coordinators, investigators or appeals officers
- Provides general support or supervision regarding Title IX to investigators but maintains appropriate walls to maintain case or compliant integrity
- Assigns cases or complaints to investigator(s) as appropriate

Qualifications & Skills of the Title IX Coordinator:

- Title IX coordinator should have full knowledge of the law and be able to discuss all of the school's Title IX compliance efforts
- Demonstrates understanding of the fact that when the Title IX coordinator is working closely with varied school district personnel and staff, it is the personnel who may not know or fully appreciate the expectations of the federal government and the law

- Ability to lead/conduct a civil rights investigation that will meet the community's and the Office of Civil Rights expectations. Demonstrates a continual willingness to continually acquire the knowledge necessary through training to conduct or lead investigations
- Demonstrates a balanced approach to illustrating the coordinator is both a valuable partner who works closely with all stakeholders, but that he or she also understands that compliance is ultimately his or her responsibility
- Seek opportunities for training of self and others regarding the Title IX law and requirements for the organization
- Fosters a welcoming, supportive, equitable and safe environment for all students and school district personnel and staff serving as an invaluable resource to the school district and to students at all educational levels.
- Excellent communication and organizational skills
- Patience and understanding
- Ability to write reports
- Ability to make oral presentations
- Ability to track Title IX data across the organization
- Ability to make recommendations to further training and organize presentations regarding Title IX with experts and legal counsel
- Ability to delegate appropriately while maintaining top oversight
- Works collaboratively with legal counsel and other organizational departments
- Demonstrates a strong commitment to integrity and ethical decision making
- Able to work independently and as part of a team