

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COORDINATOR II, STUDENT SERVICES

CLASSIFICATION: Certificated / Classified Management

REPORTS TO: Director, Student Services

DESCRIPTION:

Under the direction of the Director, Student Services, the Coordinator II, Student Services will have the primary responsibility for managing the day-to-day duties associated with the District's athletics, pandemic services, and Title IX compliance obligations - ensuring the effectiveness and consistency of policy implementation and investigations across school sites including overseeing site point persons to provide a safe, non-discriminatory, and harassment-free learning and working environment for all members of the District community. The Coordinator II, Student Services is responsible for the development and implementation of a comprehensive program for monitoring of and compliance with relevant laws, policies, procedures, and practices relating to discrimination, harassment, retaliation, and bullying prevention. The Coordinator II, Student Services will undertake education and prevention work by leading District-wide outreach, training, and education for students, staff, and families to support a culture of respect that is free from all forms of discrimination, harassment, and retaliation. The Coordinator II, Student Services will bring a trauma-informed philosophy and approach to dealing with and responding to complaints.

PERFORMANCE RESPONSIBILITIES:

- Manage the day-to-day duties associated with the District's Title IX compliance obligations.
- Ensure the effectiveness and consistency of Title IX investigations across school sites.
- Oversee Title IX point persons at school sites in investigating and resolving matters.
- Investigate bullying complaints as per the Uniform Complaint Procedure (UCP).
- Monitor Title IX compliance related to Athletics, LGBTQIA+ concerns, pregnancy, and employment issues.
- Oversee the Visitor and Volunteer Clearance process for the District.
- Oversee the coordination for epidemic and pandemic related services in compliance with local and state public health orders.
- Supports the implementation of District policy related to athletic programs including coordination with site Principals, Coordinators of Operations, Coaches, CIF, NCS,

NCAA and other county/state agencies.

- Develop and implement a comprehensive program for monitoring of and compliance with laws, policies, procedures, and practices relating to discrimination, harassment, retaliation, and bullying prevention.
- Undertake education and prevention work by leading District-wide outreach, training, and education for students, staff, and families to support a culture of respect that is free from all forms of discrimination, harassment, and retaliation.
- Develop and disseminate educational materials and in-service training tailored to students and staff.
- Meet regularly with and train school administrators to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment.
- Create and track the investigation and resolution of reports of discrimination, harassment, retaliation and/or bullying at school sites.
- Conduct, direct, and manage investigations of all student complaints of discrimination, harassment, and/or retaliation.
- Regularly review, and update as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices.
- Lead and create the District's responses to applicable federal and state agencies on regulatory matters and appeals of District decisions, including the U.S. Department of Education, California Department of Education, and Office for Civil Rights.
- Create, develop, and monitor student supportive measures at schools to ensure students are able to pursue education in a non-discriminatory and harassment-free environment.
- Continuously examine and identify patterns of discrimination and/or harassment, report such patterns to the Director, Student Services, and develop measures to address them.
- Prepare annual statistical report on the number, nature, and disposition of complaints. Identify patterns and make recommendations relating to discrimination and harassment.
- Inform the Director, Student Services of Title IX and other concerns and issues as they develop.
- Provide regular reports to the District's Board of Education.
- Represent the District on various committees and before special interest groups, citizen groups, and other public meetings.
- Perform other duties as assigned by the Director, Student Services.

KNOWLEDGE, SKILLS, and ABILITIES: (include but are not limited to the following)

- Depth of knowledge and ability to interpret laws and legal guidance related to Title IX, the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, relevant portions of the California Education Code, and other federal and state laws and regulations pertaining to civil rights and/or persons with disabilities.
- Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with employees, students, and community/government agencies.
- Excellent written and verbal communication skills; strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
- Knowledge of District policies governing matters relating to athletics, pandemic response, and investigation of civil rights complaints.
- Demonstrated leadership, organizational, planning, and management skills and the

- ability to prioritize multiple projects.
- Demonstrated ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required.
 - Demonstrated experience with and commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment.
 - Knowledge of assessment practices involving evaluation of outcomes-based measures and climate surveys.
 - Ability to exercise a high level of discretion and manage confidential and sensitive information.
 - Strong analytical and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data.
 - Deep sensitivity to and thorough understanding of the impact of trauma on individuals who have experienced harassment and/or discrimination
 - Ability to act independently, take initiative, and exercise sound judgment.

TRAINING AND EXPERIENCE:

- Bachelor's Degree required.
- Master's Degree in related field preferred.
- Experience investigating and resolving complaints of discrimination and harassment preferred.
- Experience implementing school athletic programs and policies preferred.
- Experience responding to significant health emergencies including coordination with county and state agencies preferred.
- An equivalent combination of education and experience in relevant fields will be considered.
- A minimum of five years of successful experience in PK-12 public education or regulatory compliance is strongly preferred.

LICENSES AND CLEARANCES:

- TB Clearance
- Valid Driver's License

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: 5/25/2023