

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

TITLE: Title IX Coordinator/s

IMMEDIATE SUPERVISOR: Superintendent

GENERAL FUNCTION:

The Title IX Coordinator/s is responsible for overseeing the School District's compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX") and other related federal and state laws. In the discharging the duties of the position, the Title IX Coordinator/s works closely with the School District administrators.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Skills: Strong organizational, interpersonal, writing and speaking skills, and the ability to communicate effectively within the School District. The ability to work independently in a time-sensitive environment is required. Demonstrated ability to work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of trauma is required. Demonstrated ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. The ability to ensure compliance of Title IX laws and regulations, to include required trainings of investigators and decision-makers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Serves as the School District's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws;
- 2) Receives and processes, in a timely manner, inquiries from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- 3) Receives and processes, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- 4) Receives and processes, in a timely manner, complaints from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- 5) Receives and processes, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- 6) Notifies alleged victims of receipt of the complaint;
- 7) Notifies alleged perpetrators that complaint has been made;

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- 8) Notifies all parties that it is unlawful to retaliate against individuals for filing a Title IX complaint or for participating in a Title IX investigation, hearing, or proceeding, or advocating for others' Title IX rights;
- 9) Authorizes the investigation of and ensures timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the School District community;
- 10) Meets with complainants and respondents to provide information regarding the School District's complaint process, available resources, interim measures, and reporting and resolution options;
- 11) Notifies alleged victims of his or her right to pursue remedies outside of the District's compliance process; follows-up with parties regarding implementation of recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary, to implement recommendations;
- 12) Coordinates the School District's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title IX complaints;
- 13) Monitors compliance with all procedures, requirements, and time frames outlined in the School District's Title IX Board Policies;
- 14) Provides training sessions to School District employees regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
- 15) Develops and implements a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
- 16) Maintains all required records according to federal and state laws;
- 17) In consultation with School District administration, leads the development and/or implementation of School District climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.
- 18) Maintains, updates, and ensure ease of access and availability of content for the School District's Title IX Resources;
- 19) Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX and other related federal and state laws;
- 20) Contributes to the overall success of the School District by performing other duties as assigned by the Superintendent.

SUPERVISION

The Title IX Coordinator/s reports to and receives administrative supervision from the Superintendent, functions independently within the guidelines of the School District's personnel policies and regulations, coordinates with all appropriate administrators and supervisors, and exercises considerable judgment and initiative in planning, organizing, and completing assignments.

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