Adams12 Five Star Schools

Job Description
Prepared/Revised: June 2025

Job Title:	**Title IX-Nondiscrimination Coordinator**	Job Code:	**3121**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - P**
Pay Program:	**Administrative**	Pay Range**:**	**L17**
Typical Work Year:	**12 months**		

SUMMARY: Coordinate administration of the district process and procedures for investigating and resolving Title IX and other discrimination complaints. Serve as Title IX-Nondiscrimination Coordinator. If the selected candidate is an attorney, assist legal counsel in providing legal services on issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate administration of the district process and procedures for investigating and resolving Title IX and other discrimination complaints. Serve as Title IX-Nondiscrimination Coordinator.	D	25%
2. Ensure district compliance and manage day-to-day responsibilities regarding state and federal laws and district policies to prevent and prohibit discrimination.	D	20%
3. Develop and implement training initiatives to educate students and staff on rights, responsibilities, and resources regarding Title IX and nondiscrimination.	M	15%
4. Coordinate internal investigations on behalf of the district concerning violations of district policy, discrimination, harassment, and any other discrimination related matters. Maintain a tracking system of investigations outcomes.	W	15%
5. If the selected candidate is an attorney, assist legal counsel in providing legal services on issues as assigned.	TBD	*Up to 25%
6. Perform other duties as assigned.	Ongoing	*TBD
TOTAL		100%

*Other % of Time categories would be adjusted if needed.

EDUCATION AND RELATED WORK EXPERIENCE:
- A Juris Doctorate from an accredited law school is preferred, but not required.
- Three (3) years of work experience preferred, but will consider a recent law school graduate.
- Experience with Title IX and, nondiscrimination preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- A license to practice law in the State of Colorado preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Skill in interpreting applicable federal and state laws and District policies and procedures.
- Skill in researching information, organizing material and presenting results in written form.
- Skill in applying data collected to resolve problems.
- Skill in formulating recommendations, proposals and counter proposals.
- Skill in preparing and presenting effective written and oral reports, recommendations, district policies and procedures.
- Ability to develop, maintain and coordinate effective relationships with , District staff and employee organizations.
- Ability to maintain confidentiality of information secured in work environment.
- Skill in analyzing relationships among complex data and/or employee groups.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to travel among various district locations.
- Position may be eligible for some remote work days after orientation and training.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with personal computers.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	District's General Counsel	3005

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	