



JOB INFORMATION

TITLE: Title IX Coordinator

EMPLOYEE GROUP:

ADDITIONAL JOB CODES:

SHIFT:

TERM OF EMPLOYMENT:

HOLIDAYS:

LOCATION(S):

RATE OF COMPENSATION:

FSLA: Exempt _____ Non-Exempt _____

Last Edited On: 11/10/2017

Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT:

REPORTS TO:

JOB SUMMARY AND QUALIFICATIONS

The Title IX Coordinator is responsible for overseeing the Big Spring School District's (District) compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act (Title IX).

The duties and responsibilities that have been delegated to the District's Title IX compliance efforts include, but are not limited to:

- a. Notification and Education;
- b. Consultation, Investigation, and Disposition;
- c. Institutional Monitoring and Compliance Assurance;
- d. Advising Superintendent and District Administrators.

ESSENTIAL FUNCTIONS

NOTIFICATION AND EDUCATION

- a. The Title IX Coordinator prepares and publishes educational materials as necessary that inform students and employees of their Title IX rights and responsibilities;
- b. Reviews the District's policies and procedures on discrimination and harassment and participates in the drafting and revision of such policies and procedures, as necessary, to ensure compliance with the requirements of Title IX.
- c. Coordinates in-service training to all employees and volunteer coaches concerning Title IX and the District's Title IX policy and complaint procedures.

CONSULTATION, INVESTIGATION, AND DISPOSITION

- a. The Title IX Coordinator 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;
- b. 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;
- c. 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;
- d. 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;
- e. Notifies alleged victims of receipt of the complaint;
- f. Notifies alleged perpetrators that complaint has been made;
- g. 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;
- h. Assists administrators with the interviews of alleged victims, alleged perpetrators, and material witnesses; obtains and reviews documents and other relevant materials from alleged victim and/or perpetrator;
- i. Issues findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition;
- j. Notifies alleged victims of his or her right to pursue remedies outside of the District's complaint process; follows-up with parties regarding implementation of recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary to implement recommendations;
- k. Monitors compliance of all requirements and time-lines specified in the complaint procedures.

INSTITUTIONAL MONITORING AND COMPLIANCE ASSURANCE

- a. The Title IX Coordinator trains staff responsible for implementing complaint procedures;
- b. Coordinates and monitors District's Title IX efforts;
- c. Organizes and maintains complaint files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices;
- d. Remains knowledgeable of current state and federal laws and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX;
- e. Monitors the District's Harassment policy and procedures to ensure compliance with state and federal law and regulations;
- f. Serves as a liaison officer to state and federal government compliance or investigation officers;
- g. Identifies and addresses any patterns of discrimination in the District, and assesses its effect on the District's educational environment.

ADVISING SUPERINTENDENT AND DISTRICT ADMINISTRATORS

- a. Provides ongoing consultation regarding Title IX requirements, complaint issues, and compliance programs to the Superintendent and other District administrators;
- b. Reports directly to the Superintendent and assists in resolution of complex harassment and discrimination cases in conjunction with legal counsel.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform all other duties as directed by the District Administration.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers.
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for limited periods of time.
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing
- f. Moderate moving from 15 to 50 pounds.
- g. Some carrying – up to 50 pounds.
- h. Manual dexterity to use office equipment.
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations.
- b. Must be courteous and able to deal effectively with people.
- c. Must be able to work as a member of a team.
- d. Must be able to cooperative, congenial and service-oriented.
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to complete tasks with minimal supervision.
- c. Ability to read, write and do complex computations.
- d. Ability to use correct grammar, sentence structure and spelling.
- e. Ability to organize setting to efficiently accomplish tasks.
- f. Ability to work independently and make work-related decisions.
- g. Ability to exercise good judgment in prioritizing tasks.
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

Title IX Coordinator

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.