

Job Description

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

Position Level: Title IX Coordinator(s)

Supervisor: Superintendent

FLSA Status: Exempt

Job 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 discharging the duties of the position, the Title IX Coordinator/s works closely with the School District administrators.

Qualifications: 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.
Ability to work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of trauma.
Ability to oversee and manage caseload in a manner that ensures prompt, effective, and equitable conclusion of such matters.
Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds
Ability to ensure the compliance of Title IX laws and regulations including required training of investigators and decision makers.

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Accommodations to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding the need for reasonable accommodation.

Responsibilities:

- Serve as the School District's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws.
- Receive and process, 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.
- Receive and process, 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.
- Notify alleged victims of receipt of the complaint.
- Notify alleged perpetrators that a complaint has been made.
- Notify 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.

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- Authorize the investigation of and ensure 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.
- Meet with complainants and respondents to provide information regarding the School District's complaint process, available resources, interim measures, and reporting and resolution options.
- Notify alleged victims of their right to pursue remedies outside of the District's compliance process; follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties' supervisors or advisors, if necessary, to implement recommendations.
- Coordinate 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.
- Monitor compliance with all procedures, requirements, and time frames outlined in the School District's Title IX Board Policies.
- Provide training sessions to School District employees regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- Develop and implement a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- Maintain all required records according to federal and state laws.
- Maintain, update, and ensure ease of access and availability of content for the School District's Title IX Resources.
- Participate in self-directed professional reading, develop professional contacts with colleagues, and attend professional development courses and training 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.
- Contribute 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.

Essential Accommodations: 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 is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

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Position Specifications:

Physical Demands:

- Stand for extended periods of time
- Sit for extended periods of time
- Have the manual dexterity to prepare documents and use office equipment
- Perform repetitive movement of fingers and hands
- Bend, stoop, twist, reach, grasp, pull, push, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform lifting that sometimes may be heavy
- Climb/descend full flight of stairs

Sensory Abilities:

- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Communicate effectively with others
- Appropriate language
- Proper manners

Work Environment:

- Function in a variety of conditions
- Primarily work indoors
- Perform in a noisy environment
- Maintain a safe and sanitary environment
- Follow safe practices and procedures

Specific Skills:

- Emotional stamina to function under pressure in a fast-moving office/building environment
- Ability to work in an environment with many disruptions and do so with high degree of accuracy
- Possess maturity and ability to effectively deal with stressful situations with all ages and types of individuals
- Appropriately handle confidential information
- Use leadership skills and managerial skills
- Handle routine and emergency situations effectively
- Be flexible

The Gettysburg Area School District is an Equal Opportunity Employer

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I hereby acknowledge that I have received and reviewed the job description for the position listed above. I confirm that I understand the duties, responsibilities, qualifications, and expectations outlined in the job description.

By signing below, I acknowledge that:

1. I have read and understood the job description in its entirety.
2. I am aware of the essential functions and requirements of the position.
3. I understand the qualifications and skills necessary to perform the job effectively.
4. I have had the opportunity to ask questions or seek clarification regarding any aspect of the job description.
5. I understand that the job description serves as a guideline for my role within the organization and that my performance will be evaluated based on the expectations outlined therein.

Employee Name: _____

Employee Signature: _____

Date: _____

Please return this signed acknowledgment to the Human Resources Department.