Adams 12 Five Star Schools

Job Description
Prepared/Revised: April 2026

Job Title: **Title IX/Civil Rights/Employee Relations Investigator**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **05015**
FLSA Status: **Exempt**
Pay Range**:** **L11**

SUMMARY: Conduct prompt, thorough, and impartial investigations related to allegations of sexual harassment, discrimination, harassment, and related matters involving students, staff, and/or third parties. Work collaboratively with the Title IX/Nondiscrimination Coordinator, department attorneys, Chief Human Resources Officer, and directors to deliver efficient and systematic resolutions to investigations.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Work closely with and regularly communicate with the Title IX/Nondiscrimination Coordinator and the Chief Human Resources Officer regarding investigations. Engage in informal resolution processes, when appropriate, and document all steps in accordance with established procedures. Conduct internal investigations on behalf of the District concerning violations of District policy, discrimination, harassment, sexual misconduct, retaliation, and other employee or student relations matters, including Title IX investigations involving students and employees. Apply neutral, impartial, and trauma-informed investigative practices consistent with federal and state civil rights laws and District procedures. Develop investigative plans; conduct interviews with complainants, respondents, and witnesses; gather, review, and assess directly related and relevant evidence; and ensure procedural fairness throughout the investigative process. Compile relevant documentation and draft clear, well-reasoned investigative reports that include factual findings, credibility assessments, and policy analysis, and provide reports to District leadership and legal counsel as appropriate. Maintain a case-tracking system documenting timelines, outcomes, and required notices in compliance with applicable District policies, procedures, and law.	D	70%
2. Partner with other team members to determine investigative strategy. Assemble pertinent data, records, and other evidence to support written investigative reports.	D	10%
3. Prepare and maintain accurate logs and other documentation relating to investigations. Maintain confidentiality and organization of files of investigations conducted and information received.	D	10%
4. Develop and deliver training for employees, management, and Human Resource audiences on topics including investigative processes and reporting responsibilities.	M	5%
5. Perform other duties as assigned.	Ongoing	5%
TOTAL		**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in human resources or related field.
- Minimum of three (3) years of related work experience required.
- Investigative experience, with a focus on Title IX, sexual misconduct, civil rights, and/or related discrimination complaints preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Title IX Investigator Training Certification preferred.
- Society of Human Resources Management (SHRM) certification preferred.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong investigative, analytical, and oral communication skills.
- Excellent writing ability, with demonstrated experience drafting high-quality investigation reports.
- Strong interpersonal communication skills, including the ability to engage effectively via phone, email, and in person with parties, witnesses, and colleagues.
- Familiarity with relevant laws, regulations, and guidance, including Title IX, Title VI, Title VII, and related frameworks.
- Personal computer and keyboarding skills.
- Presentation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions. Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite.
- 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:	Deputy General Counsel	100626

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

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation 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 and fingers, to 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	