

THE PRINCIPAL'S TOP 10

10 WAYS TO SUPPORT YOUR BUILDING TITLE IX COORDINATOR

★ LEAD BOLDLY. SUPPORT CONSISTENTLY. PROTECT EQUITY. ★

LEADERSHIP
MATTERS

1



MAKE TITLE IX A LEADERSHIP PRIORITY

Publicly reinforce that all concerns will be taken seriously and addressed promptly, professionally, and consistently.

2



PROTECT TIME TO DO THE WORK

Ensure your Building Title IX Coordinator has dedicated time to manage meetings, documentation, parent communication, and supportive measures.

3



FOSTER A CULTURE OF IMMEDIATE REPORTING

Encourage staff to report concerns immediately. Reinforce:
"When in doubt, report it."

4



SUPPORT CONFIDENTIALITY

Reinforce that information should only be shared with individuals who have a legitimate educational need to know.

5



REMOVE BARRIERS TO SUPPORTIVE MEASURES

Help implement supportive measures promptly—schedule changes, supervision, no-contact expectations, transportation adjustments, and more.

6



RESPECT ROLE BOUNDARIES

Building Coordinators facilitate the process—they do not investigate allegations or determine responsibility. Allow each team member to perform their designated role.

7



ENSURE STAFF COOPERATION

Set the expectation that all staff will cooperate promptly with the Building Title IX Coordinator and the System Title IX Coordinator throughout the process.

8



PRESERVE THE INTEGRITY OF THE TITLE IX PROCESS

Students who are respondents should not be disciplined for the alleged Title IX conduct until the matter has concluded under the Title IX grievance process or has otherwise exited the Title IX process.

- ✓ Consult with the System Title IX Coordinator before imposing discipline related to the allegations.
- ✓ Remember: Supportive measures are not disciplinary and may be provided to either party while the process is ongoing.

9



BE A VISIBLE PARTNER DURING DIFFICULT CONVERSATIONS

Be available to participate in meetings when appropriate and reinforce the school's commitment to a fair, respectful, and impartial process.

10



MODEL CONFIDENCE IN THE PROCESS

Trust the process, reinforce district expectations, and model professionalism, fairness, and consistency.

“A successful Title IX program is built on strong leadership and strong partnerships. When principals actively support their Building Title IX Coordinators, we create safer schools, fairer processes, and better outcomes for students, employees, and our school community.”



**STRONG LEADERS.
STRONG PARTNERSHIPS.
STRONGER SCHOOLS.
THAT'S LEADERSHIP.**

Leadership is not about having all the answers. It's about creating the conditions for others to do their best work.

- ✓ Listen
- ✓ Support
- ✓ Empower
- ✓ Lead