



## **Job Title: Title IX Coordinator**

**Supervisor:** Superintendent

### **JOB SUMMARY:**

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

### **PROFESSIONAL QUALIFICATIONS:**

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

### **ESSENTIAL FUNCTIONS:**

- ❖ Serves as the School District's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws.
- ❖ 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 and related federal and state laws.
- ❖ 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 and related federal and state laws;
- ❖ 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 and related federal and state laws.
- ❖ 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 and related federal and state laws.
- ❖ Notifies alleged victims of receipt of the complaint.
- ❖ Notifies alleged perpetrators that complaint has been made; .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.





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- ❖ Authorizes the investigation of and ensures 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.
- ❖ Meets with complainants and respondents to provide information regarding the School District's complaint process, available resources, interim measures, and reporting and resolution options.
- ❖ Notifies alleged victims of his or her right to pursue remedies outside of the District's compliance process; follows-up with parties regarding implementation of recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary, to implement recommendations.
- ❖ Coordinates 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.
- ❖ Monitors compliance with all procedures, requirements, and time frames outlined in the School District's Title IX Board Policies 103, 103.1, and 104.
- ❖ Provides training sessions to School District employees regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- ❖ Develops and implements a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- ❖ Maintains all required records according to federal and state laws.
- ❖ In consultation with School District administration, leads the development and/or implementation of School District climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.
- ❖ Maintains, updates, and ensures ease of access and availability of content for the School District's Title IX Resources.
- ❖ Participates in self-directed professional reading, develops professional contacts with colleagues, and attends 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.
- ❖ Contributes to the overall success of the School District by performing other duties as assigned by the Superintendent.





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## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

The physical demands 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 essential functions of this job. Duties are normally performed in a school environment but may be occasionally performed on field trips away from school. The noise level in the working environment is usually moderate. Must have the ability to:

- Sit and stand for extended periods of time
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal classroom levels, outdoors, and on the telephone
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone
- Lift up to 25 pounds, and to bend, stoop, climb stairs, and reach overhead

### Board Policy No. 104

#### **Non-Discrimination in Employment/Contract practices available for review**

*The Conewago Valley School District does not discriminate or deny services in its education programs or activities nor in its employment practices on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, disability, limited English proficiency, or any other legally protected category as defined by: Title VI Civil Rights Act 1964, Title IX Educational Amendments 1972, Section 504 Rehabilitation Act 1973, Age Discrimination in Employment Act 1967, Americans with Disabilities Act 1990, and Department of H.E.W. Office of Civil Rights Guidelines. Any questions or concerns regarding the non-discrimination policies, contact the Assistant District Superintendent.*



*Last modified (August 2020)*