



TITLE IX COORDINATOR

SUMMARY/SCOPE/GOAL

Serve as District Compliance Officer and District Title IX Coordinator to ensure compliance with applicable state and federal law.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree or higher in Human Resources; Educational Leadership; Student Affairs; Counseling, Social Work, or Mental Health; Public Policy; Government; Legal Studies; or other related discipline or related field from an accredited institution required.
- Two (2) years' work experience required in progressively responsible positions in an area(s) such as employee relations, conducting investigations, administrative experience with discipline processes and policies, human resources, or school-based leadership.

PREFERRED/DESIRED:

- Master's Degree in one of the above fields preferred.
- Experience in K-12 education preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida driver's license.

PREFERRED/DESIRED:

- Previous Title IX training and/or certification preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Serve as District Title IX Coordinator and subject matter expert on sex-based discrimination matters.
2. Develop, deliver, and update trainings as required by Title IX federal regulations.
3. Provide technical guidance to district employees and schools on the Title IX reporting and grievance process.
4. Maintain knowledge of non-discrimination and anti-harassment statutes, policies, rules, guidance, and regulations, including Title IX of Education Amendment Act of 1972, The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), the Americans with Disabilities Act (ADA) (as amended), the Civil Rights Act of 1964 (as amended), Title II of the Genetic Information Nondiscrimination Act of 2008, Section 504 of the Rehabilitation Act of 1973, and the Florida Education Equity Act, as related to K-12 public schools.
5. Develop and maintain content for external and internal Title IX websites with appropriate information and supporting documentation for the public and for staff.
6. Coordinate Title IX investigations and/or support Deputy Title IX Coordinators on all Title IX-related matters and investigations, including initial case assessments, jurisdictional issues, mandatory and permissive dismissals, implementation of supportive measures, review of Investigative Reports, and implementation of any recommended remedies.

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7. Monitor and oversee site-based Title IX Deputy Coordinators, Title IX Investigators, and Title IX Decision-Makers, as well as school-based Compliance Officers.
8. Coordinate with other departments and schools to ensure Title IX compliance in all areas, including athletics, human resources, student services, curriculum, student discipline, and bullying/harassment.
9. Coordinate implementation of appropriate education/training/prevention programs.
10. Manage Title IX recordkeeping obligations in coordination with Office of Legal Services.
11. Serve as District Compliance Officer and Anti-Harassment Officer for student complaints and fulfill obligations as required by relevant Board policies, including but not limited to Polices 3362, 3122, 2260.01, 3122.02, and 5517.
12. Receive, record, and responds to reports of discrimination and/or harassment in accordance with state and federally mandated time frames, and direct appropriate steps to resolution, including initiation of investigations as required.
13. Continually review relevant internal policies, procedures, and processes, and recommend revisions as needed.
14. Consult with Office of Legal Services and General Counsel as needed for legal advice on interpretation and application of law pertaining to Title IX and civil rights compliance matters.
15. Consult with Cabinet members as appropriate.
16. Regularly advise the appropriate supervisor, Deputy Superintendent, and/or BPS legal counsel of high-profile matters.
17. Monitor and analyze data to identify trends and provide necessary reports and recommendations.
18. Other duties as assigned.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Subject matter expert and knowledge of issues related to sex-based discrimination and gender harassment. Strong project management skills with complex challenges and analytical assessments. Ability to present to a variety of audiences, with solid communication skills both oral and written, and exceptional listening skills. Ability to manage complex and time-sensitive tasks working independently. Ability to maintain a high level of confidentiality, to coordinate, work with, and lead effective cross-functional teams.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	<u>Superintendent/Board/Legal</u>	DEPARTMENT:	<u>Superintendent/Board/Legal</u>
TITLE CODE:	<u>Tbd</u>	CONTENT BY:	<u>Legal Service – Valerie Londono</u>
GRADE:	<u>24</u>	COMPENSATION:	<u>Ellie Kelly – Human Resources</u>
UNIT:	<u>NB (Exempt)</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u></u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 12 Mos. – 255 Days</u>		<u></u>

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	11/1/2021	Developed	Valerie Londono – Legal Services

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.