



TITLE:	Compliance Officer and Title IX Coordinator	REPORTS TO:	Superintendent
DEPARTMENT/SCHOOL:	Superintendent's Office	CLASSIFICATION:	Classified Management, Non-Represented
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2002 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	05/20/15 06/04/15	SALARY GRADE:	Classified Management Range 74

BASIC FUNCTION: Under direction of the Superintendent, work with minimal supervision to manage all aspects of Title IX compliance, Uniform Complaint Procedures (UCP) regulations, formal complaint procedures, and informal complaint resolution. Collaborate with students, families, District employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our District community and actively support the District's positive school climate initiatives.

REPRESENTATIVE DUTIES: Incumbents may perform any of the essential functions listed below. This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification.

Essential Functions

- Manage compliance with *Title IX of the Education Amendments of the 1972 Civil Rights Act* which prohibits discrimination on the basis of gender (sex), sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence, and stalking
- Manage compliance with Uniform Complaint Procedures (UCP) that involve discrimination on the basis of ethnic group identification, religion, age, sex, color, and/ or physical or mental disability, and state and federal programs that use categorical funds such as Adult Education, After School Education and Safety, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Nutrition Services, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees
- Manage compliance with Williams Complaints related to instructional materials, teacher vacancies, teacher mis-assignments or facilities
- Manage compliance with all District complaint policies and procedures, such as anti-bullying or complaints against District policies, procedures, practices or personnel
- Receive, monitor, route, coordinate and track timely and compliant investigations of allegations of Title IX , other violations covered by UCP and other complaints and ensure prompt and fair resolutions
- Collect relevant facts related to reported Title IX or allegations and assess whether a further review or investigation is necessary to ensure the safety of the impacted individual

- As a neutral party, investigate complaints; notify and interview complainants, respondents, and witnesses; obtain and review relevant documents; mediate, as appropriate; and issue factual findings and recommendations, as necessary
- Design guidelines for staff to ensure that staff communicate and observe consistent and appropriate confidentiality protections for incident reporters and complainants
- Develop investigation plans for each Title IX and UCP complaint and conduct investigations or train staff members to conduct investigations
- Review and ensure all District policies, procedures, protocols and practices are in compliance with Title IX and UCP regulations
- Train and provide direction and leadership to staff to serve as investigators, as appropriate
- Train and provide technical support and leadership to students and staff
- Coordinate training and technical assistance on school policies related to discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability
- Provide technical expertise and support for the drafting and revision of policies and procedures relevant to workscope
- Develop a case management database to organize, manage and track complaints
- Write comprehensive reports of investigation with findings of fact and recommendation(s)
- Prepare statistical reports on the number, nature and disposition of complaints to identify patterns and make recommendations
- Collaborate with stakeholders to provide training for students and staff to ensure that students and staff are aware of options and resources to report and file complaints alleging sexual harassment, sexual assault, sexual misconduct, relationship violence, and discrimination on the basis of ethnic group identification, religion, age, sex, color, and/or physical or mental disability
- Assess the adequacy of current training opportunities and programs, propose appropriate improvements, and develop programs, handbooks, website resources, and trainings to ensure that all members of District community are aware of obligations and rights under Title IX, UCP, and other complaint policies
- Develop a method to survey the school climate and coordinate the collection and analysis of data
- Develop and disseminate educational materials and in-service training tailored to faculty, staff, and students
- Develop and maintain communication strategies (web, print, and media) related to prevention efforts, reporting procedures, and support services
- Promote institutional culture change related to gender-based violence and harassment, particularly regarding cyber harassment
- Promote institutional culture change related to discrimination on the basis of ethnic group identification, religion, age, sex, color and/ or physical or mental disability
- Participate actively as a leader in the District's positive school climate initiatives
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of Title IX, Uniform Complaint Procedures, American with Disabilities Act, Rehabilitation Act of 1973 (specifically Section 504 compliance), and effective complaint resolution
- Ability to interpret and articulate relevant state and federal laws and regulations and District policies and regulations
- Ability to manage multiple, on-going and complex caseload of complaints and projects
- Strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies
- Ability to guide, advise and support the training and learning process with respect to Title IX and UCP compliance and complaint resolution
- Excellent mediation skills, analytical skills, problem-solving skills and organizational skills with attention to detail
- Ability to deal with confidential and sensitive information
- Ability to build relationships and collaborative partnerships across the District and state and federal agencies
- Demonstrated commitment to diversity and inclusivity and ability to work with a wide range of constituencies with diplomacy and tact
- Ability to act independently, take initiative and exercise sound judgment
- Ability to maintain accurate and organized records and prepare timely, accurate, clear reports

TRAINING, EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education, training and/or experience equivalent to: bachelor's degree in related field (master's degree highly preferred); five (5) years of relevant experience; and demonstrated experience in conducting investigations and coordinating restorative justice systems

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements
Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS:

Fast-paced, office environment with constant interruptions; interactions with irate individuals; travel to conduct District business; evening, flexible and variable work hours

PHYSICAL AND MENTAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects

Mental acuity to collect and interpret data; evaluate, reason, define problems; establish facts, draw valid conclusions; make valid judgments and decisions