



Job Description

Prepared/Revised: November 2019

Job Title: **Title IX/Nondiscrimination Coordinator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5062**
 FLSA Status: **Exempt**
 Pay Range: **L 12**

SUMMARY: The Title IX/Nondiscrimination Coordinator (“Coordinator”) works collaboratively with senior leadership, General Counsel, Human Resources, other district departments, outside counsel, local law enforcement agencies and other staff to support the district’s efforts for equity and inclusion, to oversee compliance efforts with regard to nondiscrimination laws and policies and to deliver efficient and systematic resolutions to investigations. The Coordinator will conduct, coordinate and document a variety of workplace and school-based investigations of a confidential and sensitive nature. The Coordinator fosters a safe and supportive environment that is conducive to the academic pursuit and healthy personal development of all persons. This position requires a high level of independent thinking, sound legal judgment, and critical decision making in all aspects of the job in determining the most effective investigative methodology. Errors in decision making could result in incomplete, biased, incompetent, or unjust investigation resulting in physical or emotional harm to employee(s), student(s), or self, civil suit against the District and subsequent financial liability, wasted resources, and/or adverse publicity to the District.

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

Job Tasks	Frequency	% of Time
1. Coordinate the administration of the district’s procedures for investigating and resolving Title IX and other discrimination complaints.	D	10%
2. Ensure district compliance and manage day-to-day responsibilities regarding State, federal and district polices to prevent and prohibit discrimination.	D	15%
3. Develop and implement training/initiatives to educate students and staff of rights, responsibilities and resources to ensure all students and district employees are aware of nondiscrimination rules and regulations.	M	15%
4. Supervise and coordinate internal investigations on behalf of the district concerning violations of district policy, discrimination, harassment, and any other discrimination related matters. Use sound legal judgment, critical thinking, and appropriate standards/methods of investigative practices to ensure completion of timely, impartial and thorough investigations. Supervise the compilation and formulation of the official investigative case report and all relevant materials.	W	20%
5. Create and maintain a tracking system on the outcome of all investigated cases. Oversee the preparation and maintenance of accurate logs, complete reports and other documentation relating to investigations. Create proactive measures to address any negative trends/patterns.	M	10%
6. Conduct audits to ensure the district staff’s compliance with Title IX and the district’s nondiscrimination administrative requirements.	W	5%
7. Serve as the internal consultant and subject matter expert on equity, inclusion and nondiscrimination of all types.	D	5%
8. Assist district legal counsel in matters dealing with complaints filed with compliance agencies.	W	10%
9. Review, revise and draft district policies and procedures, as well as conduct research to ensure district policies comply with the goals of the district and state and federal laws. Those laws include, but are not limited to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, as well as other laws and rules relating to harassment, sexual misconduct, gender, sexual assault, and related policies for the district.	M	5%

10. 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 five (5) years of related work experience required
- Workplace, Title IX or other non-discrimination investigations experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Relevant professional training or certification, such as ATIXA Certification preferred
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Significant experience performing a variety of interviewing techniques with minors and employees involving sensitive and confidential matters.
- Demonstrated ability to research, analyze, and evaluate facts and circumstances and present them verbally and in succinct and legally defensible investigative reports.
- Ability to communicate and collaborate closely in and advisory capacity with internal administrators and external professionals at the highest levels.
- Ability to maintain confidentiality in all aspects of the jobs.
- Ability to create and maintain a detailed database and utilize data output to predict trends and inform training opportunities
- Knowledge of and ability to find and analyze Title IX, nondiscrimination laws, Colorado Revised Statutes, Colorado School Law, employee negotiated agreements and relevant legislation.
- Independent thinking skills
- Critical thinking and problem solving skills.
- Excellent facilitation and presentation skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber- security with respect to student and staff data, and related information systems
- Personal computer and keyboarding skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E- mail, etc.
- Working knowledge of district software required within three months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct reports, but is responsible for supervising all Title IX and nondiscrimination compliance.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment 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 accommodations 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 to finger, 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	