

FRSD Title IX Coordinator Background and Position Description

This document gives a brief background to the position of a *Title IX Coordinator* and provides a sample job description you may use as a template.

What is a Title IX Coordinator?

Under Title IX of the Education Amendments of 1972, each school district that receives federal financial assistance must designate at least one employee to coordinate the district's compliance with its responsibilities under Title IX and to investigate complaints alleging sex discrimination, including sexual harassment. This employee is often known as the Title IX Coordinator or Officer.

The district should document that it has communicated the responsibilities outlined in the sample job description below to the Title IX Coordinator. One way of accomplishing this is to have the new Coordinator sign and date their job description.

The Title IX Coordinator should be knowledgeable about the requirements under state and federal laws, regulations, and guidance related to sex, sexual orientation, and gender identity discrimination. They should advise the district about its policies, procedures, and practices and investigate complaints alleging discrimination based on sex, gender identity, and sexual orientation, including sexual harassment.

Title IX designates certain competencies for which Title IX Coordinators must receive training. The school district should ensure that the Title IX Coordinator receives appropriate and ongoing training in all areas related to their work. The district should clearly communicate the responsibilities and expectations of the position with the Title IX Coordinator, and should provide them with the time and resources needed to effectively perform these duties. The District must ensure that the Title IX Coordinator has sufficient authority and independence to perform their duties effectively.

Note: If the Title IX Coordinator also serves as the district's Section 504 Coordinator or Title II Coordinator, please see the sample job descriptions for these roles for additional responsibilities.

FRSD Title IX Coordinator Job Description

Name: Michelle Marshall Title: Title IX Coordinator/Director of K-12

School District: FRSD

Primary purpose of this position:

The Title IX Coordinator is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting sex, gender identity, and sexual orientation discrimination; preventing discrimination against students, employees, and others on the basis of sex, sexual orientation, and gender identity; and ensuring compliance with all procedures and procedural safeguards required under Title IX and associated Oregon state laws.

Responsibilities

- Coordinate and monitor the district's compliance with Title IX and state civil rights requirements regarding discrimination and harassment based on sex, sexual orientation, and gender identity.
- Ensure the district engages in education and training of staff and students to raise awareness of sex, sexual orientation, and gender identity discrimination.
- Ensure all responsible employees are trained to report potential sex, sexual orientation, and gender identity discrimination.
- Implement the district's discrimination complaint procedures with respect to sex, sexual orientation, and gender identity discrimination, including sexual harassment.
- Collaborate with and provide training for Title IX investigators and decision-makers and any other staff who may be involved in the Title IX complaint process.
- Investigate complaints alleging discrimination based on sex, sexual orientation, and gender identity discrimination, including sexual harassment.
- Collaborate with other district professionals who share overlapping responsibilities, including any deputy Title IX Coordinators, the Superintendent, Athletic Director, HR Director, legal counsel, health education and/or violence prevention education providers, school counselors or other mental health providers, and others.
- Coordinate responses to U.S. Department of Education's Office for Civil Rights (OCR) investigations.

Knowledge and Skills Required

- A working knowledge of current laws, regulations, and guidance related to sex, sexual orientation, and gender identity discrimination in public schools, including Title IX, as well as rules and guidance adopted by the Oregon Department of Education and OCR.
- Ability to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of

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interest, and bias.

Preferred Qualifications

Candidates who are the most competitive will possess the following background, skills, and experience:

- professional-level experience investigating or auditing civil rights laws in educational institutions
- excellent verbal and written communication skills
- strong interpersonal skills and ability to work with diverse constituents, including children, parents, faculty, staff, and institution administration
- ability to demonstrate initiative and exercise consistent good judgment
- ability to manage highly sensitive and confidential information
- strong organizational skills and ability to prioritize tasks, manage multiple deadlines, and work independently

Michelle Mandell 8/22/22

Signature of Title IX Coordinator

Date

[Signature]

8/22/22

Superintendent Signature

Date