



TITLE: COORDINATOR, TITLE IX and COMPLIANCE

WORK YEAR: 12 Months

VACATION: 27 Days

REPORT TO: Assistant Superintendent, Personnel Leadership & Development

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Personnel Leadership & Development in collaboration with the Deputy Superintendent, Instructional Services, monitors and ensures District-wide compliance with Title IX regulations at school sites and District Departments, investigates and prepares responses to Uniform Complaints, coordinates reviews set by the Office of Civil Rights and provides training/onboarding to all RUSD staff.

RESPONSIBILITIES:

- Ensure District-wide compliance with Title IX regulations related to receipt and handling of complaints, including procedural handling of complaints, provision of timely and complete responses, and implementation of corrective action as appropriate. E
- Provide advice and training to site administrators and other District personnel regarding Title IX requirements, grievance issues and compliance programs. E
- Monitor and assist site administrators and department heads in the implementation of the Title IX grievance process at the site or department level, including providing consultation and information to potential complainants, distribution of grievance forms, receipt and acknowledgment of grievances, conduct grievance hearings, issuance of grievance decisions and notification to complainants of the right and procedure for appeal. E
- Maintain grievance and compliance records and files. E
- Identify and address patterns or systemic issues pertaining to sexual harassment, sexual violence or sexual discrimination. E
- Receive Uniform Complaints and respond to Uniform Complaints and appeals thereto; conduct investigations in response to Uniform Complaints involving the practices of multiple sites and/or departments; request and coordinate site or department investigations of site or department level Uniform Complaints. E

- Track receipt of notices of compliance reviews by the Office of Civil Rights; determine the appropriate department or person to be assigned responsibility for response; monitor progress to ensure timely, complete and accurate responses. E
- Develop, plan, organize, manage and facilitate, onboarding, new employee orientation, in services, and other programs for all employees of the District. E
- Research, identify, plan, coordinate and implement appropriate training that are needed for all employees of the District. E
- Prepare and maintain detailed records of activities. E
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations. E
- Provide relevant reports to management, including recommended corrections and improvements. E
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable provisions of federal, state, and district laws, rules, and regulations, including Title IX regulations, the Uniform Complaint Process and the practices of the Office of Civil Rights.
- Technical aspects of the field of specialty.
- Interview and research techniques.
- Oral and written communication skills.
- Presentation skills for small and large groups.
- District organization, operation, policies, procedures and objectives.
- Presentation skills for small and large groups.
- Best practices for providing training and information to employees.
- Research methods, report and record keeping techniques.
- Modern office procedures, practices and applicable computer software programs.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Interpret, apply and explain rules, regulations, laws, policies and procedures.
- Prepare comprehensive reports and responses to complaints.
- Understand and protect the rights of confidentiality for students, staff and families.
- Plan and conduct independent, complex and sensitive investigations.
- Participate effectively in interviews with all levels of staff.
- Gather and analyze data and prepare summary of findings
- Draw logical conclusions and make recommendations.
- Perceive organizational implications of decisions and recommendations.
- Communicate effectively orally and in writing.

- Establish and maintain effective working relationships with all levels of district staff and the public.
- Operate standard office equipment including a computer and related software applications.
- Plan and organize work.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution.
- Five years experience in the field of education preferably site administration, human resources, law, public safety, leadership, or other position that demonstrates professional-level knowledge of practices, methods, and techniques to plan and conduct independent, complex, and sensitive investigations and ensure regulatory compliance.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and availability of personal transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; traveling in a personal vehicle to conduct fieldwork.

PHYSICAL 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, wrists 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.