

Palo Alto

Unified School District

TITLE: **Coordinator II, Title IX/Civil Rights Officer**

REPORTS TO: **Superintendent**

SUPERVISES: **Certificated staff and classified staff**

OVERVIEW:

Under direction of the Superintendent, the Civil Rights Coordinator provides leadership and oversight of the District's responsibilities to provide a safe and non-discriminatory learning, living, and working environment for all members of the District community. The Civil Rights Coordinator is responsible for the development and implementation of a comprehensive program for monitoring and compliance with laws, policies, procedures, and practices relating to discrimination, harassment and retaliation on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws. The Civil Rights Coordinator also leads District-wide outreach, training and education for students, staff and families to support a culture of respect that is free from all forms of discrimination.

Qualifications

- **Education:** Master's Degree in related field. Juris doctorate from an accredited law school preferred. Extensive experience investigating and resolving complaints of discrimination and harassment. An equivalent combination of education and experience will be considered.
- **Experience:** A minimum of seven years of successful experience in PK-12 public education or regulatory compliance is strongly preferred. Experience facilitating grievance procedures and investigating complaints focused on civil rights is highly desirable. Experience working in a diverse community and proficiency in the Spanish language preferred.

ESSENTIAL RESPONSIBILITIES: *(include but are not limited to the following)*

- Serves as a member of and active participant in the Superintendent's senior and full cabinet;
- Supports the values of the District by overseeing institutional compliance efforts with equal opportunity and non-discrimination laws and practices and by strengthening a culture that supports a safe and non-discriminatory learning, and working environment;
- Works closely with the Professional Learning Director to develop, plan, and oversee a comprehensive training, education and awareness program for employees, students and families to sustain a respectful, supportive culture free from discrimination and harassment and to build understanding of applicable laws, policies, procedures and practices regarding harassment and discrimination;
- Works closely with the Research, Evaluation and Assessment Department to receive, interpret and summarize data as related to civil rights in PAUSD.
- Regularly meets with and trains employees to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment for review and update status of their areas of responsibility;
- Monitors the overall implementation of state and federal civil rights laws for the District;
- Tracks the reporting and oversees the investigation and resolution of reports of discrimination, harassment, and/or retaliation;
- Regularly reviews, and updates as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices;
- Works in collaboration with Manager of Policy and Legal Compliance to prepare District's responses to applicable federal and state agencies, including the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the California Department of Education and the California Department of Fair Employment and Housing;

- Continuously reviews and seeks to identify patterns of discrimination and/or harassment and develops measures to address them;
- Works collaboratively with Coordinator of Equity and Secondary Supports to provide information and insight for Coordinator's monthly reports;
- Regularly informs the Superintendent of civil rights concerns and issues as they develop;
- Provides periodic reports to the District's Board of Education as appropriate;
- Acts as the key spokesperson for all aspects of civil rights compliance for the District, under the direction of the Superintendent and in consultation with the Communications and Community Engagement Coordinator; in that capacity, provides public representation regarding District issues on various committees and before special interest groups, citizen groups, and other public meetings; and
- Performs other duties as assigned by the Superintendent.

MINIMUM REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS, and ABILITIES (KSAs): *(include but are not limited to the following)*

- Depth of knowledge and ability to interpret laws and legal guidance related to Title IX, the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, relevant portions of the California Education Code and other federal and state laws and regulations pertaining to civil rights and/or persons with disabilities.
- Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with employees, students, and community/government agencies.
- Excellent written and verbal communication skills; strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies.
- Knowledge of matters relevant to investigating civil rights complaints.
- Demonstrated leadership, organizational, planning, and management skills and the ability to prioritize multiple projects.
- Demonstrated experience with and commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment.
- Knowledge of assessment practices involving evaluation of outcomes-based measures and climate surveys.
- Ability to exercise a high level of discretion and manage confidential and sensitive matters.
- Demonstrated success as a strong and visionary leader.
- Collaborative yet decisive in decision making, seeking consensus whenever possible.
- Ability to mitigate and manage conflicts and high profile media scrutiny.
- A compassionate nature, a talent for listening, and a history of working with confidential and sensitive information.
- Strong analytical and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data.
- Deep sensitivity to and thorough understanding of the impact of trauma on individuals who have experienced sexual and gender based harassment and other forms of interpersonal violence.
- Ability to act independently, take initiative, and exercise sound judgment.
- The courage and integrity to pursue action consistent with the goals of civil rights laws and District policy, even in the face of vocal or powerful opposition.
- Knowledge of Title VII and ability to work closely with appropriate District personnel on related matters.

PHYSICAL DEMANDS:

The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Employee will frequently work at a computer and travel to attend meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with children. There are a number of activities and situations happening at once, and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interaction with disruptive and/or unruly individuals.

WORK YEAR: 213 Days
SALARY RANGE: Placement on the administrator's salary schedule
REVISION DATE: July 11, 2017

**Palo Alto Unified School District - Human Resources Center
25 Churchill Ave. Palo Alto, CA
P: (650) 329-3700 ▪ F: (650) 323-5162 ▪ E-mail: certhr@pausd.org**

PAUSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

No portion of this job description shall supersede the Master Agreement between the Palo Alto Management Association and the Palo Alto Unified School District and applicable State or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.