

LODI UNIFIED SCHOOL DISTRICT

Title IX Coordinator

Title IX Coordinator/Compliance Officer

PRIMARY FUNCTION: 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, gender identity, and sexual orientation, and ensuring compliance with all procedures and procedural safeguards required under Title IX and associated California state laws. The Board of Education designates this position as Management.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of the Associate Superintendent; supervises assigned certificated and classified staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Coordinate and monitor the district's compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex, gender identity, and sexual orientation. *E*
- Ensure the effectiveness and consistency of Title IX investigations across school sites. *E*
- Oversee Title IX point persons at school sites in investigating and resolving matters. *E*
- Investigate complaints alleging discrimination based on sex, gender identity, and sexual orientation discrimination, including sexual harassment per the Uniform Complaint Procedure (UCP). *E*
- Develop and implement a comprehensive program for monitoring of and compliance with laws, policies, procedures, and practices relating to discrimination, harassment, retaliation, and bullying prevention. *E*
- Undertake education and prevention work by leading 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, harassment, and retaliation. *E*
- Meet regularly with and train school site administrators to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment. Create and track the investigation and resolution of reports of discrimination, harassment, retaliation and/or bullying at school sites. *E*
- Conduct, direct, and manage investigations of all student complaints of discrimination, harassment, and/or retaliation. *E*

- Regularly review, and update as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices. *E*
- Lead and create the District's responses to applicable federal and state agencies on regulatory matters and appeals of District decisions, including the U.S. Department of Education, California Department of Education, and Office for Civil Rights.
- Create, develop, and monitor student supportive measures at schools to ensure students are able to pursue education in a non-discriminatory and harassment-free environment. *E*
- Continuously examine and identify patterns of discrimination and/or harassment, and develop measures to address them. *E*
- Collaborate with other district professionals who share overlapping responsibilities, including any deputy Title IX Coordinators, the Superintendent, Athletic Directors, Personnel Staff, Legal Counsel, health education and/or violence prevention education providers, school counselors, psychologist, or other mental health providers, and others. *E*
- Performs other duties as assigned by the Associate Superintendent. *E*

KNOWLEDGE AND ABILITIES:

Knowledge of:

A working knowledge of current laws, regulations, and guidance related to sex, gender identity, and sexual orientation discrimination in public schools, including Title IX, as well as rules and guidance adopted by the California Department of Education and the U.S. Department of Education Office for Civil Rights (OCR).

Knowledge of matters relevant to investigating civil rights complaints.

Ability to:

- Facilitate committees, in-services, and training activities
- Read, write, and speak using grammatically correct English
- Ability to exercise a high level of discretion and manage confidential and sensitive matters.
- Ability to mitigate and manage conflicts and high-profile media scrutiny and litigation risks.
- Ability to act independently, take initiative, and exercise sound judgment.
- Maintain effective working relationships with administration, staff, parents, students and related agencies.
- Train, supervise and evaluate assigned staff
- Analyze programs, evaluate alternatives, and adopt effective courses of action
- Utilize assigned technology and operate computers
- Maintain consistent, punctual and regular attendance
- Drive a car

EDUCATION AND EXPERIENCE:

Bachelor's Degree and at least three years successful K-12 teaching experience.

DESIRABLE: Masters or Doctorate; experience working in public schools at site or district level

LICENSES AND OTHER REQUIREMENTS:

- CA Teaching Credential
- Administrative Services Credential

WORKING CONDITIONS: Working conditions may include, but are not limited to, the following:

Environment:

Classroom, office or outdoor environment

Contact with hostile or abusive individuals with unpredictable behavior

Physical Abilities:

Hear and speak to communicate effectively in person and on the telephone

See to read, prepare documents and reports, and view a computer monitor

Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard

Sit or stand for extended periods of time

Bend at the waist to assist students

Reach overhead, above the shoulders and horizontally to retrieve and store files

Lift objects up to 25 pounds

SALARY SCHEDULE: Management

WORKDAYS: 222

Developed: 4/24