

POSITION: Student Information Director/ Title IX Coordinator

REPORTS TO: Assistant Superintendent/ Federal Programs Director

MINIMUM REQUIREMENTS: Must hold a Valid MS Teaching/Administrator License

KNOWLEDGE, SKILLS & ABILITIES: Proficient in Microsoft and Apple Technology, Willing to grow and learn new technology platforms and teach others.

Essential Duties include but are not limited to:

- Facilitate Timely and accurate data collection for assigned schools for state and Federal reporting.
- Participates in all local, state, and national trainings/conferences to remain current with data collection and reporting procedures. Facilitates training for school and district staff on any new or updated information.
- Textbook Management
- Reports as needed to Office of Civil Rights
- Title IX Coordinator
- Grades 5-12 Assistant District Test Coordinator