

OOLOGAH-TALALA PUBLIC SCHOOLS

Job Description

Title IX Coordinator

Date:	9/14/2020
Reports to:	Board of Education
Supervises:	Building Principal's
Qualifications:	Valid Oklahoma Teacher's and Administrator's Certification
Job Goal:	Coordination of District's Title IX compliance efforts.
Employment Terms:	12 Month Contract
FLSA Classification:	Exempt
Physical Demands:	<p>This is an overview intended for compliance with the ADA – it is not an exhaustive list of the duties to be performed. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position.</p> <p><i>Regular Requirements:</i> Stand for extended periods; walk; twist at the neck and trunk; bend and reach with hands and arms overhead, above shoulder and horizontally; repetitive use of fingers and hands to grasp and/or operate equipment and demonstrate lessons to students, staff or others; lift/move up to 15 pounds.</p> <p><i>Occasional Requirements:</i> Lift/move up to 25 pounds.</p> <p><i>Visual Requirements:</i> Close, distance, color, peripheral, depth perception, ability to adjust focus.</p> <p><i>Hearing/Speaking Requirements:</i> Exceptional to facilitate training and education of diverse groups and to exchange information.</p>

Essential Duties and Responsibilities:

1. Responsible for overseeing District's compliance with Title IX of the Education Amendments of 1972.
2. Serve as the District's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws.
3. Pursuant to the Board's grant of full authority—coordinate the District's Title IX efforts, including the development, implementation, and monitoring of policies, procedures and practices designed to achieve full compliance with federal and state legislation, regulations, and case law requiring the prompt and equitable resolution of Title IX complaints.
4. Provide ongoing consultation with employees, students and stakeholders regarding Title IX requirements, compliance and grievance processing and resolution.
5. Provide resource referrals to students and staff involved in investigations.
6. Cultivate relationships and collaborate with a variety of district partners to ensure Title IX policies are communicated to all constituencies.
7. Develop and retain knowledge of federal and state laws and regulations, trends within K-12 related to sexual harassment and other discriminatory practices.
8. Identify and integrate Title IX best practices into knowledge base and practices.
9. Develop, deliver and oversee culturally responsive educational programs for students, faculty, staff and parents including disseminating educational materials and conducting outreach and training.
10. Organize and maintain all training and complaint records.
11. Develop and implement a case management database to organize, manage, and track Title IX incidents.
12. Coordinate interim measures and accommodations with complainants, respondents, and departments throughout the District.
13. Ensure fair, timely and well-documented Title IX processes; maintain accurate and thorough records and notes of processes.
14. Meet with complainants and respondents, as appropriate, to provide information regarding supportive or interim measures, the complaint process, available resources, interim measures and resolution options.
15. Maintain and update content for the District's Title IX Resources website.