

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: Title IX Compliance Coordinator**

Classification: Administrative

Reports to: Superintendent

**PURPOSE STATEMENT**

The person in this position will be responsible to coordinate and monitor the district's compliance with Title IX and state civil rights requirements regarding discrimination and harassment based on sex. The individual will also provide oversight of prevention efforts to avoid Title IX violations from occurring. The coordinator is responsible to implement the district's discrimination complaint procedure with respect to sex discrimination and sexual harassment and to investigate complaints alleging discrimination on the basis of sex, including sexual harassment.

**ESSENTIAL FUNCTIONS**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

**OSPI Reporting**

- Serve as the district's liaison to OSPI's Equity and Civil Rights Office and OCR for issues regarding Title IX Compliance Coordinator.
- Update Title IX Compliance Coordinator contact information with OSPI's Equity and Civil Rights Office as needed.

**District Policies and Procedures**

- Facilitate the implementation of the district's policies and procedures related to Title IX, sex discrimination, and sexual harassment to ensure policies are applied consistently across the district.
- Coordinate revisions to district policies and procedures related to Title IX, sex discrimination, and sexual harassment to ensure policies are up-to-date and consistent with current requirements under state and federal laws, regulations, and guidelines.

**Nondiscrimination Notices**

- Regularly review district and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and the name, title, and phone number of the various compliance coordinators.
- Ensure that the district uses effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedures.
- Ensure that copies of the complaint procedures and any related forms are available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment.

### Sexual Harassment Notices

- Ensure that the district's sexual harassment policy (or OSPI's sexual harassment poster for secondary) is posted in each school building in a location visible to both students and staff.
- Ensure that the district's sexual harassment policy is included in any publication that sets forth the rules and standards of conduct for the school district, such as in student and staff handbooks.

### Training and Consultation

- Provide ongoing support and training to administrators and district and building staff about requirements under state and federal sex discrimination laws, staff responsibilities, complaint procedures, and related district policies and procedures.
- Disseminate information and coordinate training for students and/or parents about their rights under state and federal sex discrimination laws, including sexual harassment and the district's complaint procedure.
- Advise the superintendent and school board regarding the status of the district's compliance with state and federal discrimination laws.
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding Title IX, sex discrimination, and sexual harassment.
- Serve as a resource for administrators and staff about Title IX, state sex equity laws and sexual harassment.

### Complaints and Investigation

- Respond to students, parents, staff, administrators and others who report suspicion of Title IX violations, sex discrimination, or sexual harassment. This individual is responsible to investigate these concerns, institute corrective action when appropriate, inform the individual about district complaint procedures, and assist the individual in filing a complaint if necessary.
- Implement the district discrimination complaint procedures.
- Upon completion of the investigation, provide superintendent with a written report of the complaint and investigation results in time for the superintendent to respond to the complainant within 30 days after the district initially received the complaint.
- Organize and maintain all records of complaints filed regarding Title IX, sex discrimination, and sexual harassment.

### Athletic Program Compliance

- Develop, implement, and document a process to ensure that each school building that offers an athletic program administers a student athletic interest survey at least once every three years.
- Disaggregate and analyze all survey results by sex and school building to identify the top sports requested and main reasons for non-participation. Consider if the district should offer additional athletic opportunities for male or female students in order to comply with Title IX requirements.
- Annually collect and analyze data to determine whether each school within the district is providing equal opportunities for male and female students to participate in athletics under Title IX's "three part test". If the data suggests that

- any school's athletic program does not meet this test, develop and implement a plan to bring the building into compliance.
- Develop, implement, and document an annual evaluation of the athletic programs at each school building to ensure that the overall benefits and treatments of boys' and girls' athletic programs are comparable. Refer of OSPI's Equity and Civil Rights Office webpage for guidance.

#### Textbooks and Instructional Materials

- Participate in the development and implementation of the school district's instructional materials policy and bias review criteria with respect to bias pertaining to sex in textbooks and instructional materials.
- In cooperation with the Assistant Superintendent of Teaching and Learning, ensure that the district evaluates all textbooks and instructional material for bias, update bias review when needed, and participate on the instructional materials committee when appropriate.

#### Reviewing Systemic Barriers

- Participate in the development and implementation of the school district's process to routinely review disaggregated student discipline data and course and program enrollment data to identify and address potential disparities and systemic barriers based on sex.
- Continually monitor school programs, activities and services to ensure that all students are given and equal opportunity to participate without discrimination based on sex.
- Coordinate with the district's human resource office to evaluate employment criteria, recruitment, compensation, job classification, benefits, and advertising to ensure that they are not discriminatory on the basis of sex.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge, and Abilities**

- Strong oral and written communication skills and strong active listening skills.
- Working knowledge of current laws, regulations, and guidelines related to sex discrimination and sexual harassment in public schools.
- Be familiar with the resources and information available from OCR and OSPI's Equity and Civil Rights Office.
- Ability to provide in-service/instruction about sex discrimination with district administrators and staff.
- Ability to investigate complaints and bring resolution to complex issues.

#### **Working Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment; regularly required to focus on a computer screen for prolonged periods; may be necessary to interact with difficult or distraught individuals and assist in solving complex problems.

**Experience**

- The individual should be sufficiently knowledgeable about the requirements under Title IX, state laws, regulations and guidance in order to advise the district about its policies, procedures, and practices.
- Experience investigating complaints.

**Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Continuing Ed./Training**

Training appropriate to successfully perform the duties as required.

**Certificates****FLSA Status:**

Exempt

**Salary Range:**

## Classification History

Job Description Developed: 12/6/13

Revised:

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*