

**DISTRICT TITLE IX / CIVIL RIGHTS COMPLIANCE COORDINATOR****DEFINITION**

Under general administrative direction, plans, organizes, directs, manages, and oversees the administrative activities in support of the district-wide Title IX Program as well as the protected class discrimination and harassment programs for students, faculty, and staff, serves as the District Title IX Administrator; ensures compliance of district policies, procedures and federal and state laws and regulations; oversees the investigation and resolution process for complaints filed; develops, conducts and coordinates training workshops for students and employees; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction. May provide direct supervision to technical and other administrative support staff.

**EXAMPLES OF DUTIES:**

- Serve as District Title IX Administrator to ensure district policies, procedures, and practices are in compliance with Title IX as well as Title VI, Title VII, Clery Act, SAVE, VAWA, and other federal and state antidiscrimination laws, regulations and requirements, reflecting best practices with regard to these areas of responsibility;
- Interact and collaborate with many groups and offices on campus to ensure compliance and to build relationships that serve as the foundation for cooperation and open dialogue with and among the diverse groups of campus constituents;
- Lead and support District initiatives and protected class anti-discrimination and harassment education and sexual violence prevention efforts designed to prevent and remediate protected class harassment and discrimination and collaborating with students, faculty, and staff working on anti-discrimination and sexual violence prevention efforts throughout the District;
- Conduct, oversee, or coordinate training for students and employees about Title IX, Title VI, Title VII, Clery Act, SAVE, VAWA, and other federal and state antidiscrimination laws, regulations and requirements; the role and responsibilities of the Title IX Administrator and members of the Title IX team; how to report protected class harassment, discrimination or sexual misconduct; the District's non-discrimination policies and procedures, including its policies prohibiting sexual misconduct; the investigation and resolution process for complaints filed under protected class harassment, discrimination and sexual misconduct policies and conducting or overseeing training for investigators, hearing officers/boards, and appeal officers;
- Ensure that complaints, reports, and investigations of protected class harassment, discrimination and sexual misconduct are handled in accordance with the District's policies

- and through prompt, consistent, and equitable practices and standards and assuring compliance with sanctions and individual and community remedies;
- Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the campus community (students, faculty and staff) of Title IX, Title VI, Title VII, Clery Act, SAVE, VAWA, and other federal and state antidiscrimination rights, responsibilities and resources both within and external to campus premises;
  - Working in conjunction with the college Title IX Campus Coordinators, provide appropriate notice of an investigation; determine the extent of an investigation; train investigators, Campus Coordinators and Deputy Coordinators; oversee investigation efforts; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charge, notice of hearing, notice of outcome, duty to warn, and remedies, and provide a repository for and source of institutional record-keeping;
  - Provide guidance and assistance to alleged victims of sexual violence and sex/gender discrimination including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement;
  - Serve as principal contact for government inquiries pursuant to Title IX, Title VI, Title VII, Clery Act, SAVE, VAWA, and other federal and state antidiscrimination laws, regulations and requirements.
  - Perform other related job duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours on an on-call basis.
- Indoor/outdoor work environment with some exposure to environmental extremes.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Current state and federal law and regulations, institution specific policies, practices and procedures, identified best practices and trends in the field of education related to harassment and other discriminatory practices that violate Title IX, Title VI, Title VII, Clery Act, SAVE, VAWA, and other federal and state antidiscrimination laws, regulations and requirements;
- Necessary communication skills to work effectively in a culturally diverse environment;

### **Ability to:**

- Recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, campus security, athletics, academic affairs, and student affairs/student conduct/discipline;

- Design and deliver training programs to all constituencies of the campus, demonstrate accountability with respect to attendance and assess the effectiveness of these trainings;
- Establish and maintain effective working relationships;
- Use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects under pressure of time;
- Maintain the security and confidentiality of specified records and information; work effectively under stress;
- Communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar and punctuation; operate available technologies as administrative tools.

**Desired Qualifications:**

- Proven ability to prepare and present detailed reports to stakeholders.
- Experience with both EEO and Title IX compliance and investigations.
- Experience developing and presenting training workshops.
- Experience with policy development and administration.
- Experience with trauma informed interviewing.

**Licenses and Certificates:**

- Possession of a valid California Motor Vehicle Driver's License.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; occasional activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** some heavy physical effort that may include frequent lifting or moving of heavy parcels, machines or equipment of 50 or more pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Pattern I**

**Education:** Master's Degree (MA or MS) from a regionally accredited institution in a related field of study such as Human Resources, Criminal Justice, or Public Administration.

**Experience:** A minimum of three years of directly related experience.

**OR Pattern II**

**Education:** Bachelor's Degree in a related field of study such as Human Resources, Criminal Justice, or Public Administration.

**Experience:** A minimum of five years of directly related experience.

*Class Adopted: July 2016*

*Class Amended:*