

DISTRICT TITLE IX COORDINATOR**DEFINITION**

Under general administrative direction, the District Title IX Coordinator plans, organizes, directs, manages, and administers the District's Title IX compliance program and related protected class discrimination and harassment processes for students, faculty, and staff. The Title IX Coordinator serves as the District's designated official responsible for ensuring compliance with Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction. May provide direct supervision to assigned professional, technical, and administrative support staff.

ESSENTIAL DUTIES:

- **Program Leadership and Compliance**
 - Serve as the District's Title IX Coordinator and ensure compliance with Title IX, Title VI, Title VII, the Clery Act, the Violence Against Women Act (VAWA) including the Campus SaVE Act, and other applicable federal and state nondiscrimination laws and regulations.
 - Develop, implement, and regularly update policies, procedures, and practices to ensure institutional compliance and alignment with current legal standards and best practices.
 - Serve as the District's primary point of contact for regulatory agencies, including the U.S. Department of Education Office for Civil Rights (OCR), and coordinate responses to audits, investigations, and inquiries.
- **Complaint Intake, Assessment, and Grievance Process Administration**
 - Receive, review, and respond to reports and formal complaints of sex discrimination, sexual harassment, and related misconduct.
 - Conduct or oversee initial assessments to determine jurisdiction, applicability of Title IX, and appropriate resolution pathways, including dismissal or referral when required.
 - Administer and oversee the District's formal and informal grievance processes, ensuring prompt, fair, and equitable resolution of complaints in accordance with applicable laws and District policies.
 - Ensure provision of required notices, including notice of allegations, investigation status, hearings (if applicable), outcomes, and appeal rights.
 - Coordinate and oversee the equitable administration of appeals processes.
- **Supportive Measures and Case Management**
 - Ensure timely implementation of supportive measures for complainants and respondents, regardless of whether a formal complaint is filed.
 - Monitor the effectiveness of supportive measures and adjust as appropriate to ensure equal access to educational and employment programs and activities.
 - Provide information regarding reporting options, rights, and available resources, including internal processes, law enforcement reporting, and external agencies.
- **Investigations and Resolution Oversight**
 - Oversee, assign, and coordinate investigations, ensuring they are conducted promptly, thoroughly, and impartially.
 - Ensure investigators, decision-makers, and other personnel are appropriately trained and free from conflicts of interest or bias.

- Coordinate hearing and adjudication processes (where applicable), including designation and training of decision-makers and appeal officers.
- Ensure consistent application of standards of evidence, procedural fairness, and appropriate remedies and sanctions.
- **Retaliation Prevention and Monitoring**
 - Monitor and respond to allegations of retaliation related to participation in Title IX processes.
 - Implement measures to prevent and address retaliatory conduct.
- **Training, Prevention, and Campus Engagement**
 - Develop, coordinate, and deliver comprehensive training programs for students, faculty, and staff on Title IX, nondiscrimination policies, reporting obligations, and prevention of sexual misconduct.
 - Provide specialized training for investigators, decision-makers, appeal officers, and Deputy/ Campus Coordinators.
 - Lead prevention and awareness initiatives focused on sexual harassment, sexual violence, and discrimination.
 - Collaborate with campus and community stakeholders to promote a culture of respect, inclusion, and safety.
- **Communication, Outreach, and Reporting**
 - Develop and disseminate educational materials and ensure broad awareness of policies, procedures, and resources.
 - Ensure Title IX information, including policies and Coordinator contact information, is publicly accessible and prominently posted.
 - Maintain required records of reports, complaints, investigations, training materials, and outcomes in compliance with federal and state recordkeeping requirements.
 - Prepare and present reports, data analyses, and recommendations to District leadership to inform policy and program improvements.
- Other related duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Pattern I**
 - **Education:** Bachelor's Degree 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:** Associate'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.

Desired Qualifications:

- Experience administering Title IX programs in a higher education or public-sector environment.
- Experience conducting or overseeing investigations involving discrimination, harassment, or misconduct.
- Experience with policy development and compliance program management.
- Training in trauma-informed interviewing and investigation techniques.

Knowledge of:

- Federal and state civil rights laws and regulations, including Title IX, Title VI, Title VII, the Clery Act, VAWA/SaVE Act, and related requirements.
- Best practices in civil rights compliance, investigations, and grievance processes.
- Trauma-informed practices and culturally responsive communication.
- Principles of administrative investigation, adjudication, and conflict resolution.

Ability to:

- Administer equitable grievance processes and make sound determinations consistent with applicable laws and policies.
- Analyze complex and sensitive situations and exercise sound, impartial judgment.
- Maintain neutrality and ensure processes are free from conflicts of interest or bias.
- Communicate effectively and sensitively with diverse populations.
- Develop and deliver effective training and educational programs.
- Maintain confidentiality and manage sensitive information appropriately.
- Collaborate across departments and build effective working relationships.

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.

TYPICAL WORKING CONDITIONS

- Work is typically performed in an office environment.
- May require evening, weekend, or on-call work.
- May involve occasional travel and outdoor activities.

Class Adopted: July 2016

Class Amended: February 2023, July 2026