



Camp Hill School District Job Description

Position: Title IX Coordinator

Reports to: Board of School Directors

Job Summary

The Title IX Coordinator is responsible for overseeing the School District's compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX") and other related federal and state laws. In the discharging the duties of the position, the Title IX Coordinator works closely with the School District administrators.

The Title IX Coordinator functions independently within the guidelines of the School District's personnel policies and regulations, coordinates with all appropriate administrators and supervisors, and exercises considerable judgment and initiative in planning, organizing, and completing assignments.

Essential Functions

1. Serves as the School District's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws;
2. Receives and processes, in a timely manner, inquiries from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
3. Receives and processes, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
4. Receives and processes, in a timely manner, complaints from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
5. Receives and processes, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
6. Notifies alleged victims of receipt of the complaint;
7. Notifies alleged perpetrators that complaint has been made;
8. Notifies all parties that it is unlawful to retaliate against individuals for filing a Title IX complaint or for participating in a Title IX investigation, hearing, or proceeding, or advocating for others' Title IX rights;
9. Authorizes the investigation of and ensures timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the School District community;
10. Meets with complainants and respondents to provide information regarding the School District's complaint process, available resources, interim measures, and reporting and resolution options;
11. Notifies alleged victims of his or her right to pursue remedies outside of the District's compliance process; follows-up with parties regarding implementation of

- recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary, to implement recommendations
12. Coordinates the School District's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title IX complaints
 13. Monitors compliance with all procedures, requirements, and time frames outlined in the School District's Title IX Board Policies 103, and 104;
 14. Provides training sessions to School District employees regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
 15. Develops and implements a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
 16. Maintains all required records according to federal and state laws;
 17. In consultation with School District administration, leads the development and/or implementation of School District climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.
 18. Maintains, updates, and ensure ease of access and availability of content for the School District's Title IX Resources;
 19. Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX and other related federal and state laws;
 20. Contributes to the overall success of the School District by performing other duties as assigned by the Superintendent.

Qualifications

Strong organizational, interpersonal, writing and speaking skills, and the ability to communicate effectively within the School District. The ability to work independently in a time-sensitive environment is required. Demonstrated ability to work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of trauma is required. Demonstrated ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures

Physical Requirements

Position requires stooping, crouching, reaching with hands and arms, standing in a stationary position, walking at moderate speeds, use of fingers. Person must be able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception, ability to focus on objects clearly, with field of vision and ability to identify colors is recommended.

Reasonable accommodations under Physical Requirements will be in compliance with the Americans with Disabilities Act (ADA).

Employee signature

Date

Supervisor signature

Date