

Anoka-Hennepin Independent School District #11
Job Description

Title: Title IX Coordinator
Reports to: Associate Superintendent for Middle Schools
Prepared Date: March 7, 2012

SUMMARY OF RESPONSIBILITIES

Under the direction of the Associate Superintendent for Middle Schools, plan, develop, coordinate and implement processes and procedures to ensure the safety of the school district's students and staff while maintaining compliance with the Federal Title IX and Minnesota's Human Rights Act requirements.

DUTIES AND RESPONSIBILITIES

- Collaborate with school district personnel in the development and implementation of a district-wide process/system to track, review and document school level investigations of parent and/or student complaints of harassment and/or discrimination.
- Prepare and coordinate the dissemination of the district's Harassment, Violence and Discrimination policy and all other relevant policies to students, staff and parents.
- Coordinate the effective implementation of all district reporting and investigative procedures related to parent and/or student complaints of harassment/discrimination and in accordance with Title IX and the Minnesota Human Rights Act.
- Maintain knowledge of current state and federal laws, regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX and/or the Minnesota Human Rights Act.
- Act as liaison between and among school administrators, district staff, students and parents regarding any potential concerns regarding Title IX and/or the Minnesota Human Rights Act.
- Consult with security personnel, administrative staff and law enforcement following any physical incidents of sex-based or sexual orientation based harassment or assault.
- Consult with school administrators regarding identification of and appropriate response to student and/or parent concerns of harassment and/or discrimination related to Title IX and/or the Minnesota Human Rights Act.
- Advise school administrators of opportunities to improve processes and decision-making related to student and/or parent complaints about harassment/discrimination to ensure compliance with district harassment policies, Title IX requirements and the Minnesota Human Rights Act.
- Recommend/initiate timely action to remediate any issues of non-compliance pertaining to student and/or parent complaints of harassment/discrimination related to Title IX and/or the Minnesota Human Rights Act.
- Communicate with students and parents involved in any harassment complaint within seven days of completing an investigation to inform them of the complaint review.
- Function as the district liaison to all school-based Gay Straight Alliance (GSA) groups.
- Provide resources on gender identity, gender nonconformity and sexual orientation to teachers, staff, administrators, GSA facilitators, gender nonconforming students, students of

diverse sexual orientations, and to students whose family members have diverse sexual orientations.

- Collaborate with community and external organizations and agencies to provide support and assistance to GSAs, facilitators and all students needing assistance.
- Establish baseline data regarding harassment/discrimination complaints file, investigated and resolved within the current school year.
- Utilize the school district's processes and technology to monitor all student complaints of harassment/discrimination which violate Title IX and/or Minnesota Human Rights Act.
- Analyze all school-level data related to harassment/discrimination complaints, identify trends related to Title IX and Minnesota Human Rights Act compliance and assist administrators in addressing any concerns.
- Evaluate investigative findings, the basis for those findings and whether or not the school district's response was in compliance with harassment policies, Title IX and the Minnesota Human Rights Act within 10 days of receiving the complaint.
- Identify opportunities for improvement in the school district's response to concerns related district harassment policies, Title IX and the Minnesota Human Rights Act.
- Collaborate with school district personnel and departments in the analysis, design, development, implementation, and evaluation of training for students and staff regarding harassment and discrimination as it relates to Title IX and the Minnesota Human Rights Act.
- Organize and maintain reports, and other compiled records regarding complaints of harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
- Compiles data and provides reports to the Federal Government regarding school district compliance with Title IX and the Minnesota Human Rights Act.
- Functions as a district liaison in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Performs other tasks and assumes other responsibilities as directed by the Associate Superintendent for Middle Schools.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Education, Public Administration, Business, Human Resources or related field.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the requirements for Title IX and the Minnesota Human Rights Act.

Knowledge of key federal and state laws and the legal implications of non-compliance.

Knowledge of effective investigative techniques and procedures.

Ability to communicate effectively both verbally and in writing with students of all ages, parents, staff, community organizations, School Board and federal agencies.

Ability to compile and organize data in a user-friendly format.

Ability to effectively analyze and interpret information to make sound decisions.

Ability to respond in a timely manner to complaints from students and/or the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to be detail-oriented, organized, and thorough in all aspects job performance.
Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Environmental conditions including heat, cold, wind, water, ice and snow may be a factor specifically in any travel between schools or off site locations.