**TITLE IX Coordinator**

**Background and Sample Position Description**

**This document gives a brief background to the position of a *Title IX Coordinator* and provides a sample job description you may use as a template.**

**Background**

Under [Title IX](https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html) of the Education Amendments of 1972, each school district that receives federal financial assistance must designate at least one employee to coordinate the district’s compliance with its responsibilities under Title IX, and to investigate complaints alleging sex discrimination, including sexual harassment. This employee is often known as the Title IX Coordinator or Officer.

The district’s Title IX Coordinator may also serve as a district’s Civil Rights Compliance Coordinator. However, if a district assigns different coordinators for these roles, they should regularly collaborate, particularly on issues related to sex discrimination and sexual harassment.

**What are the responsibilities of a Title IX Coordinator?**

While school districts may assign additional responsibilities, a Title IX coordinator will typically:

* Coordinate and monitor the district’s compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex, gender identity, and sexual orientation.
* Ensure the district engages in education and training of staff and students to raise awareness of sex, gender identity, and sexual orientation discrimination, and to prevent this discrimination from occurring.
* Ensure all responsible employees are trained to report potential sex, gender identity, and sexual orientation discrimination.
* Implement the district’s discrimination complaint procedures with respect to sex, gender identity, and sexual orientation discrimination, including sexual harassment.
* Investigate complaints alleging discrimination based on sex, gender identity, and sexual orientation discrimination, including sexual harassment.
* Collaborate with other district professionals who share overlapping responsibilities, including any deputy Title IX Coordinators, the Superintendent, Athletic Director, HR Director, Legal Counsel, health education and/or violence prevention education providers, school counselors or other mental health providers, and others.

The district should document that it has communicated these responsibilities to the Title IX Coordinator. One way of accomplishing this is to have the Title IX Coordinator sign and date their job description.

The Title IX Coordinator should be sufficiently knowledgeable about the requirements under state and federal sex, gender identity, and sexual orientation discrimination laws, regulations, and guidance to advise the district about its policies, procedures, and practices and to investigate complaints alleging violations of Title IX, discrimination based on sex, gender identity, and sexual orientation, including sexual harassment.

Title IX designates certain competencies that Title IX Coordinators must receive training on. The school district should ensure that the Title IX Coordinator receives appropriate and ongoing training in all areas related to their work. The district should clearly communicate the responsibilities and expectations of the position with the Title IX Coordinator, and should provide them with the time and resources needed to effectively perform these duties. The District must ensure that the Title IX Coordinator has sufficient authority and independence to perform their duties effectively.

**Sample Title IX Coordinator Job Description**

Note: If the Title IX Coordinator also serves as the district’s Section 504 Coordinator or Title II Coordinator, please see the sample job descriptions for these roles for additional responsibilities.

**Sample Title IX Coordinator Job Description**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary purpose of this position:**

The Title IX Coordinator is responsible for monitoring and implementing the district’s compliance with state and federal laws prohibiting sex, gender identity, and sexual orientation discrimination, preventing discrimination against students, employees, and others of the basis of sex, gender identity, and sexual orientation, and ensuring compliance with all procedures and procedural safeguards required under Title IX and associated Oregon state laws.

**Responsibilities**

* Coordinate and monitor the district’s compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex, gender identity, and sexual orientation.
* Ensure the district engages in education and training of staff and students to raise awareness of sex, gender identity, and sexual orientation discrimination, and to prevent this discrimination from occurring.
* Ensure all responsible employees are trained to report potential sex, gender identity, and sexual orientation discrimination.
* Implement the district’s discrimination complaint procedures with respect to sex, gender identity, and sexual orientation discrimination, including sexual harassment.
* Investigate complaints alleging discrimination based on sex, gender identity, and sexual orientation discrimination, including sexual harassment.
* Collaborate with other district professionals who share overlapping responsibilities, including any deputy Title IX Coordinators, the Superintendent, Athletic Director, HR Director, Legal Counsel, health education and/or violence prevention education providers, school counselors or other mental health providers, and others.

**Knowledge and Skills Required**

* A working knowledge of current laws, regulations, and guidance related to sex, gender identity, and sexual orientation discrimination in public schools, including Title IX, as well as rules and guidance adopted by the Oregon Department of Education and the U.S. Department of Education Office for Civil Rights (OCR).

**Preferred Qualifications**

Candidates who are the most competitive will possess the following background, skills, and experience:

* Preference may be given to candidates with previous training and knowledge of educational laws, specifically civil rights in education, or professional‐level experience investigating or auditing civil rights laws in educational institutions.
* Excellent verbal and written communication skills.
* Strong interpersonal skills and the ability to work with diverse constituents, including children, parents, faculty, staff, and institution administration.
* Ability to demonstrate initiative and exercise consistent good judgment.
* Ability to manage highly sensitive and confidential information.
* Strong organizational skills and ability to prioritize tasks, manage multiple deadlines, and work independently.

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**Signature of Title IX Coordinator Date**