

## **Title IX Coordinator Background and Sample Position Description**

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

### **What is a Title IX Coordinator?**

Under Title IX of the Education Amendments of 1972 (20 U.S.C. § 168, 34 CFR § 106), 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 all forms of sex discrimination, including but not limited to sexual harassment ([34 CFR 106.8\(a\)](#)), athletics, comparable facilities, single-sex offerings, dress codes, and recruiting processes. This employee is often known as the Title IX Coordinator or Officer.

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

The Title IX Coordinator should be knowledgeable about the requirements under state and federal laws, regulations, and guidance related to sex discrimination. They should advise the district about its policies, procedures, and practices and investigate complaints alleging discrimination based on sex, including sexual harassment and discrimination based on pregnancy/parental status.

Title IX designates certain competencies for which Title IX Coordinators must receive training (see [34 CFR 106.45\(b\)\(1\)\(iii\)](#)). 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.

Note: If the Title IX Coordinator also serves as the district's Civil Rights Coordinator, 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: \_\_\_\_\_

### 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 discrimination; preventing discrimination against students, employees, and others on the basis of sex; 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 and state civil rights requirements regarding discrimination and harassment based on sex, including but not limited to Oregon nondiscrimination law (ORS 659.850), Oregon's educational sexual harassment laws (ORS 347.700-704).
- Ensure the district engages in education and training of staff and students to raise awareness of and help prevent sex discrimination.
- Ensure all necessary employees are trained to report potential sex discrimination, including sexual harassment.
- Implement the district's discrimination complaint procedures with respect to sex discrimination, including sexual harassment.
- Ensure the district has identified personnel to fulfill any necessary roles related to Title IX compliance (including investigators and decision-makers required by 34 CFR § 106.45), and that those individuals receive the training and support needed to fulfill their roles and duties.
- Ensure the investigation of complaints alleging discrimination based on sex, including sexual harassment.
- Collaborate with other district professionals who share overlapping responsibilities, including any deputy Title IX Coordinators, the Civil Rights Coordinator, 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.
- Coordinate responses to U.S. Department of Education's Office for Civil Rights (OCR) investigations.

### Knowledge and Skills Required

This is a sample resource prepared by the Oregon Department of Education for Oregon K-12 schools in alignment with Oregon's nondiscrimination law, ORS 659.850. This document is not legal advice and should not be taken as such. You may wish to consult with legal counsel. Contact [ode.civilrights.moa@ode.oregon.gov](mailto:ode.civilrights.moa@ode.oregon.gov) for more information. Updated on 9/15/2025

- A working knowledge of current laws, regulations, and guidance related to sex discrimination in public schools, including Title IX, as well as rules and guidance adopted by the Oregon Department of Education and OCR.
- Ability to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

### **Preferred Qualifications**

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

- professional-level experience investigating or auditing civil rights laws in educational institutions
- excellent verbal and written communication skills
- strong interpersonal skills and 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

_____	_____
<b>Signature of Title IX Coordinator</b>	<b>Date</b>
_____	_____
<b>Superintendent Signature</b>	<b>Date</b>