



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Title IX Coordinator

QUALIFICATIONS:

1. Master's degree in Educational Leadership or master's degree with Educational Leadership certification through an accredited institution.
2. Three (3) years successful experience as a school-based administrator, preferred.
3. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

REPORTS TO: As assigned by Bay District Organizational Structure

SUPERVISES: As assigned by Bay District Organizational Structure

PERFORMANCE RESPONSIBILITIES:

1. Develop a working knowledge of current laws, regulations, and guidelines related to sex discrimination and sexual harassment in public schools, including § 1000.05, Fla. Stat., Title IX of the Education Amendments of 1972 as well as rules and guidelines adopted by the U.S. Department of Education's Office for Civil Rights (OCR).
2. Oversee efforts to prevent Title IX violations from occurring within the District.
3. Develop, coordinate and conduct trainings designed to educate and support faculty, staff and students regarding their rights and, where applicable, obligations under Title IX.
4. Assist administrators during investigations related to allegations of student or employee discrimination and harassment based on sex and ensuring reports are reliable, timely, confidential and impartial.
5. Ensure that investigations related to student or employee discrimination and harassment based on sex comply with Bay District Schools' policies, and state and federal regulations and guidance.
6. Provide a written report of findings and relevant documents related to the resolution of each investigation. Develop a grievance procedure for use by students and staff; provide information about the availability and use of the grievance procedures; maintain a record of all grievance problems and solutions.
7. Collect and analyze data to identify trends and develop responses in incidents involving discrimination and harassment based on sex.
8. Oversee the Title IX webpage, communications and resources for complainants and respondents and disseminate information about employee and student rights in relation to Title IX.
9. Coordinate and monitor the District's compliance with Title IX, as well as state civil rights requirements regarding discrimination and harassment based on sex.
10. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of state and federal background check is required for employment.
2. Twelve (12) months. Paygrade is established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Anuly Baker

Reviewed by Dept. of Human Resources

Date:

APPROVED JUN 25 2019

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer