

Thompson Falls School District Position Description

Position Title: Title IX Coordinator
Reports to: High School Principal

Summary: The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the District and coordinating compliance with Title IX in all areas covered by the implementing regulations.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Facilitate the notification and education of students and staff regarding Title IX regulations as they apply to K-12 public schools.
2. Investigate complaints falling under the Title IX grievance procedure or delegate the investigation to a trained individual.
3. Draft reports based on findings of investigation.
4. Work one-to-one or with small groups reinforcing Title IX regulations for students and staff.
5. Consult with administrative staff on Title IX related issues.
6. Respond quickly and appropriately to crisis situations and have the ability to work with outside agencies as necessary..
7. Assist with maintenance of educational records when necessary.

Supervisory Responsibilities: Supervises students in certain circumstances.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor of Arts degree.

Certificates, Licenses, Endorsements: Valid teaching certificate.

Language Skills: Ability to read, analyze, and interpret general school district forms, policies, procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the general public.

Other Skills and Abilities: Ability to apply knowledge of current case law and regulation to investigations and training programs; ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

PHYSICAL DEMANDS: They physical demands described her 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.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well being and work output of the students.

While performing the duties of this job, the employee will work inside and outside of the school buildings. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.