



Adams County Technical Institute

Job Description

Position/Title:	Title IX Coordinator
Immediate Supervisor:	Superintendent of Record/Joint Operating Committee
PDE Certifications Required:	None

General Function:

The Title IX Coordinator is responsible for overseeing the school's compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act ("Title IX") and other related federal and state laws. In the discharging the duties of the position, the Title IX Coordinator works closely with the school and participating district administrators.

Minimum Acceptable Qualifications:

Strong organizational, interpersonal, writing and speaking skills, and the ability to communicate effectively within the school. The ability to work independently in a time-sensitive environment is required. Demonstrated ability to work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of trauma is required. Demonstrated ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. The ability to ensure compliance of Title IX laws and regulations, to include required trainings of investigators and decision-makers.

General Duties and Responsibilities

The Title IX Coordinator functions independently within the guidelines of the ACTI's personnel policies and regulations, coordinates with all appropriate administrators and supervisors, and exercises considerable judgment and initiative in planning, organizing, and completing assignments.

Specific Duties and Responsibilities

- Serves as the school's subject-matter expert on requirements of and compliance with Title IX and related federal and state laws;
- Receives and processes, in a timely manner, inquiries from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- Receives and processes, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- Receives and processes, in a timely manner, complaints from students, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- Receives and processes, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX and related federal and state laws;
- Notifies alleged victims of receipt of the complaint;
- Notifies alleged perpetrators that complaint has been made;



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- Notifies all parties that it is unlawful to retaliate against individuals for filing a Title IX complaint or for participating in a Title IX investigation, hearing, or proceeding, or advocating for others' Title IX rights;
- Authorizes the investigation of and ensures timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the school community;
- Meets with complainants and respondents to provide information regarding the school's complaint process, available resources, interim measures, and reporting and resolution options;
- Notifies alleged victims of his or her right to pursue remedies outside of the school's compliance process; follows-up with parties regarding implementation of recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary, to implement recommendations;
- Coordinates the school's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of Title IX complaints;
- Monitors compliance with all procedures, requirements, and time frames outlined in the School District's Title IX Board Policy 103;
- Provides training sessions to school employees regarding prevention of and response to sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
- Develops and implements a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking;
- Maintains all required records according to federal and state laws;
- In consultation with school administration, leads the development and/or implementation of climate surveys pertaining to sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking.
- Maintains, updates, and ensure ease of access and availability of content for the school's Title IX Resources;
- Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX and other related federal and state laws;
- Contributes to the overall success of the school by performing other duties as assigned by the Administrative Director and Joint Operating Committee.

Essential Skills:

Physical Demands - Employee must be able to:

- Stand for limited periods of time
- Sit for extended periods of time
- Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform light lifting - up to 25 pounds
- Have the manual dexterity to prepare documents and use office equipment
- Perform repetitive movement of fingers and hands for keyboarding
- Climb/descend full flights of stairs

Sensory Abilities - Employee must have the ability to use:



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- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Interpersonal skills to communicate effectively with others
- Appropriate language
- Proper manners

Work Environment - Employee must be able to:

- Function effectively in a variety of conditions
- Primarily work indoors
- Perform effectively in a noisy environment
- Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

- Effectively in a collaborative team environment
- Cooperatively, congenially and be service-oriented
- In an environment with frequent interruptions
- Under various pressures
- Effectively with people of various ages
- Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

- Follow written and verbal directions
- Complete assigned tasks with minimal supervision
- Perform independently within the limits of assigned responsibility
- Independently make work-related decisions
- Organize and manage their work area
- Handle stressful situations with others
- Give instructions to others
- Be self-motivated
- Manage and prioritize multiple tasks effectively
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

Specific Skills - Employee must have the ability to:

- Learn and use new technology effectively
- Implement changes
- Format various reports for clarity and content
- Appropriately handle confidential information



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- Create and understand accounting entries
- Analyze general and subsidiary ledger accounts
- Use leadership skills and managerial skills
- Utilize knowledge of various equipment
- Schedule and perform routine operations
- Be flexible

Evaluation:

The employee will be evaluated annually.