

REYNOLDS SD 7

Manager of Title IX and Civil Rights (Manager of Title IX and Civil Rights 8015)

JOB POSTING

Job Details

Title

Manager of Title IX and Civil Rights

Posting ID

Manager of Title IX and Civil Rights 8015

Description

****This position will be posted until filled****

Job Title: Manager of Title IX and Civil Rights
Reports to: Executive Director of Human Resources
Days

Status: Exempt
Term of Employment: 240

Classification: Supervisor II
Dept./School: Human Resources
-107,725

Revised: 9/13/2024
Pay Range: \$95,660

Job Summary:

Under administrative direction, design, develop, implement, monitor and report results of the compliance/ethics efforts of the District; serve as a channel of communications to receive and direct compliance issues to appropriate resources for investigation and resolution; provide guidance to the Superintendent, School Board and senior leadership team on matters relating to compliance issues; implement actions necessary to ensure achievement of the objectives of an effective compliance program; prepare and present a variety of related analyses, documents and reports.

The Manager of Title IX and Civil Rights manages the District's compliance with its obligations under Title IX and other state and federal nondiscrimination laws. The position oversees all Title IX complaints and reports of sex discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct as they impact students, employees and the school environment. The Manager of Title IX and Civil Rights identifies and addresses systemic challenges and works with other departments to ensure Title IX and other non-discrimination policies are communicated to all constituencies and followed with integrity.

Major Responsibilities and Duties:

The Manager of Title IX and Civil Rights functions supports and manages the District's adherence to Title IX and other nondiscrimination responsibilities. Engaging in a collaborative leadership model, the incumbent holds substantial authority and accountability, guided by state and federal law. The role involves overseeing and implementing a comprehensive Title IX program of support, ensuring acceptance and adherence from employees across multiple sites who may not be direct reports. Acting as a resource, the incumbent assists staff, parents, and students with Title IX and other nondiscrimination policies compliance and response. Operating with guided independence, decisions made by the incumbent are backed by the Superintendent, aligned with District policies, in accordance with labor agreements, state regulations, and federal statutes. This position serves as the District's liaison to state and federal agencies regarding Title IX compliance and civil rights requirements regarding discrimination and harassment.

- Develop, initiate, maintain, and revise policies and procedures, risk assessments and response plans for the general operation of the District compliance program and its related activities to prevent illegal, unethical, or improper conduct; manage day-to-day operations of the program.
- Conduct the design, planning and implementation of the District compliance program; analyze, interpret and summarize data to produce special reports for District leadership, stakeholders and public information; prepare and deliver written reports and oral presentations.
- Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the district's mission.

- Oversees the implementation of the District's Title IX policies and procedures, ensuring policies are applied consistently across the District.
- Consults with senior leadership to promote District-wide awareness and communication of discrimination-related issues.
- Recommends and implements necessary modifications of policies and procedures to prevent and eliminate discrimination.
- Regularly reviews district and building procedures, communication and publications to ensure awareness and adherence to expectations regarding Title IX and other nondiscrimination regulations and compliance.
- Ensures the District annually informs all students, parents, and employees about the District's nondiscrimination complaint procedures.
- Disseminates, provides and/or facilitates ongoing training, consultation and technical assistance for all students and/or parents outlining their rights under nondiscrimination policies with regard to reporting options, grievance procedures, applicable disciplinary code, the individuals with whom students can speak confidentially, the individuals who can provide support services, and protections against retaliation.
- Oversees and/or conducts prompt, thorough and impartial investigations, which include identifying and interviewing witnesses, gathering and securing relevant documentation/evidence, analyzing the information gathered and preparing written findings and other documentation as appropriate.
- Provides oversight, guidance, and support to administrators and supervisors responding to reports and conducting investigations.
- Communicates with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner. Coordinates with local victim advocacy organizations and service providers.
- Collaborates with Executive Administrator of High Schools to develop, implement and document an annual evaluation of the athletic programs at each school building to ensure that the overall benefits and treatment of the boys' and girls' athletic programs are comparable, considering the following factors: accommodation of interests and abilities, coaching and tutoring, equipment and supplies, scheduling, facilities, medical services and training, publicity and awards, and travel and per diem.
- Determines program resources to be adopted in response to needs, including review and revision of the District's sexual harassment policies, increased monitoring, supervision or security at locations where sexual harassment is reported to occur, and increased education and prevention efforts to targeted populations.
- Receives and processes, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX and other nondiscrimination policies.
- 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 other nondiscrimination policies.
- Notifies complainants of their right to pursue remedies outside of the District's complaint process and conduct follow-up with parties regarding implementation recommendations.
- Issues findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
- Organizes and maintain complaint files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints; recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary to implement recommendations.
- Advises the superintendent and members of the School Board regarding the status of the District's compliance with Title IX.
- Prepares annual statistical reports for the District on the incidence of sexual harassment or other discrimination matters.
- Remains abreast of current state and federal laws and regulations/trends in the field of education related to harassment and other discriminatory practices that violate Title IX and other nondiscrimination policies.
- Maintains effective working relationships with other staff and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
- Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook, and all other Reynolds School District policies and procedures.
- Respond to and address citizen, employee and anonymous communications of alleged violations of laws, rules, regulations, policies, procedures and Board Policy - Personal

- Conduct by evaluating or recommending the initiation of investigative procedures; develop and oversee a system for the handling and resolution of non-compliance issues.
- Act to ensure that compliance issues and concerns within the organization are appropriately evaluated, investigated and resolved.
- Monitor and coordinate compliance activities of departments and schools to remain abreast of the status of all compliance activities and to identify trends.
- Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues; provide guidance on how to avoid or deal with similar situations in the future.
- Provide reports to keep the Superintendent, School Board, senior management and District stakeholders informing them of the operations and progress of compliance efforts.
- Maintain a working knowledge of laws, rules and guidelines related to compliance issues; attend conferences, workshops and other training to assure District compliance activities are legally appropriate.
- Create, maintain, monitor and distribute a variety of records, reports, lists and files.
- May manage and evaluate the performance of assigned staff.
- Perform other related duties as assigned.

Qualifications:

Essential qualifications below include the requisite skill, experience, and education for assignments in this classification. The qualifications listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the duties and responsibilities of this position.

- A Bachelor’s Degree from an accredited college or university in education policy, public administration or a related field.
- A minimum of five (5) years of experience in education or social services policy or public administration or the legal field.
- A minimum of three (3) years of investigatory experience is required. Substantial Title IX experience is highly preferred.
- Possession of a Title IX Coordinator certificate, or willingness to complete Title IX Coordinator training upon hiring.
- Must possess excellent written and oral communication skills including the ability to communicate effectively with users with different areas and levels of technical expertise.
- Must skillfully conduct effective presentations to groups of individuals who possess a range of skills and abilities.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Fingerprint and Criminal Background Check clearance
- Valid Driver’s License and evidence of insurability

Physical Demands/Environmental Factors:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Limited lifting of objects weighing 15–25 pounds is required
- Input data at a computer terminal for up to 8 hours per day
- Sit for long periods of time (up to 8 hours per day)
- Stand, reach, and bend
- Occasional exposure to outside weather conditions
- Exposure to usually moderate noise level in the work environment
- Working indoors for the majority of the work day
- Occasional night duty is required
- Travel between worksites may be required

EVALUATION

Performance of this job will be evaluated in accordance with the Reynolds Administrative Agreement and Board Policy

TERMS OF EMPLOYMENT

This is a 12-month position assigned to the classification of the Reynolds Administrator Agreement salary schedule for Administrative Supervisor II. Terms and conditions of employment are established by the Reynolds Administrative Agreement.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibility, skill, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, Administration reserves the right to modify, and/or remove duties and assign duties as necessary that still reflect the essential functions of the department. I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Shift Type **Full Time**
Salary Range **\$95,660.00 - \$107,725.00 / Annual**
Location **REYNOLDS SCHOOL DISTRICT**

Applications Accepted

Start Date **10/17/2024**

Job Contact

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