

MANAGER OF TITLE IX AND CIVIL RIGHTS



OFFICE OF THE SUPERINTENDENT

Purpose:

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

Reports to: Chief of Staff

Nature and Scope:

The Manager of Title IX and Civil Rights functions supports and manages the District's adherence to Title IX responsibilities. Engaging in a collaborative leadership model, the incumbent holds substantial authority and accountability, guided by Title IX 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 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.

Essential Job Functions:

1. 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.
2. Oversees the implementation of the District's Title IX policies and procedures, ensuring policies are applied consistently across the district.
3. Consults with senior leadership to promote District-wide awareness and communication of Title IX-related issues.
4. Recommends and implements necessary modifications of policies and procedures to prevent and eliminate discrimination based on sex, gender identity, and sexual orientation, including sexual harassment and sexual misconduct.
5. Regularly reviews district and building procedures, communication and publications to ensure awareness and adherence to expectations regarding Title IX regulations and compliance.
6. Ensures the district annually informs all students, parents, and employees about the district's Title IX complaint procedures.
7. Disseminates, provides and/or facilitates ongoing training, consultation and technical assistance for all students and/or parents outlining their rights under Title IX with regard to sexual misconduct, reporting options, grievance procedures, applicable disciplinary code, the offices or individuals with whom students can speak confidentially, the office or individuals who can provide

support services, the employees who must report incidents to Human Resources, and Title IX's protections against retaliation.

8. 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.
9. 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
10. 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.
11. Determines program resources to be adopted in response to needs, including review and revision of the District's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts to targeted populations.
12. 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.
13. 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.
14. Notifies complainants of their right to pursue remedies outside of the District's grievance process and conduct follow-up with parties regarding implementation recommendations.
15. Issues findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
16. Organizes and maintain grievance 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.
17. Advises the superintendent and members of the Board of Education regarding the status of the District's compliance with Title IX.
18. Prepares annual statistical reports for the District on the incidence of sexual harassment or other Title IX matters.
19. 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.
20. 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.
21. 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 Beaverton School District policies and procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Responsibilities:

1. Examining and re-engineering operations and procedures, formulating policy.
2. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
3. Strong facilitation and presentation skills.
4. Knowledge of laws and regulations related to discrimination.
5. Knowledge of current laws, regulations and guidance related to Title IX and guidance adopted by the Oregon Department of Education and the U.S. Department of Education Office for Civil Rights (OCR).
6. Demonstrated advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
7. Manage multiple deadlines and work independently.
8. Develop and present educational programs and/or workshops.
9. Provide technical advice and information to staff, students and community.
10. Investigate and analyze claims information and to draw conclusions.
11. Organize resources and establishing priorities
12. Operate calmly and effectively under stressful conditions.
13. Manage highly sensitive and confidential information.
14. Exercise good judgment and demonstrate initiative.
15. Conflict resolution and/or mediation skills.
16. Use independent judgment and to manage and impart confidential information.
17. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and
18. Successful implementation of new strategies and procedures.
19. Foster a cooperative work environment.

Required Qualifications:

1. A Bachelor's Degree from an accredited college or university in education policy, public administration or a related field.
2. A minimum of five (5) years of experience in education or social services policy or public administration or the legal field.
3. A minimum of three (3) years of investigatory experience is required.
4. Possession of a Title IX Coordinator certificate, or willingness to complete Title IX Coordinator training upon hiring.
5. Must possess excellent written and oral communication skills including the ability to communicate effectively with users with different areas and levels of technical expertise.
6. Must hold or be able to acquire a valid Oregon or Washington driver's license.
7. Must demonstrate knowledge of current principles and practices of instructional computing technology and digital tools and curriculum including Learning Management Systems and their applications in an education environment.
8. Must possess experience leading online tool and curriculum implementations.
9. Must skillfully conduct effective presentations to groups of individuals who possess a range of technology skills and abilities.

Working Conditions:

The Manager of Title IX and Civil Rights works primarily indoors within an office building and may travel throughout the district. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. Work is sometimes performed outside the regular

schedule to support the essential job functions. The incumbent must be able to lift and move supplies and materials up to 30 pounds without assistance. The role requires regular focus on a computer screen. The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, kneeling, and standing will be required. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include but are not limited to blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260-day

Bargaining Unit: Non-Represented

FLSA Status: Exempt

Date Approved: July 31, 2024

Date Revised: August 6, 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.