

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Title IX Coordinator

Unit: Management

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Job Code: C3723
Original Date: 08/2015
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the general direction of the Vice Chancellor of People, Culture, and Technology Services or assigned manager, the Title IX Coordinator manages, supervises, and administers the daily operations of the District's comprehensive Title IX program in compliance with the Educational Amendments Act of 1972. Key administrative duties include managing the receipt, processing, investigation, resolution, and reporting of formal and informal complaints in compliance with Title IX and applicable laws and regulations; developing strategic plans to proactively educate students and employees on Title IX and prevent acts of discrimination and harassment based on gender identity; and deliver equitable outcomes to students and employees from diverse communities. The Coordinator develops, recommends, and implements appropriate policies, procedures, operations, and training programs for students, faculty and staff related to Title IX compliance.

EXAMPLES OF DUTIES

1. Lead the administration, organization, and operation of the District's Title IX compliance, complaint, investigation, and resolution programs, including compliancy with legal and regulatory requirements in alignment with the District's mission, vision, values, and policies and with equitable outcomes for stakeholders from diverse sex, sexuality, and gender identities.
2. Ensure the District's ongoing compliance with local, state and federal laws and regulations, including but not limited to: Title IX, the Clery Act, and the Violence Against Women Act (VAWA), AB 620, and SB 493.
3. Monitor proposed and enacted changes in laws, regulations, and best practices related to Title IX; develop and implement programs to prevent of sex, sexuality, and gender identity harassment and discrimination; and develop appropriate policies and procedures.
4. Effectively communicate with key stakeholders of the District and coordinate with law enforcement and regulatory enforcement agencies as appropriate in the administration of the District's Title IX program.
5. Objectively, effectively, and equitably oversee and coordinate timely, impartial, and thorough investigations of unlawful discrimination, sexual harassment, and other violations relative to assigned program areas, prepare reports, and make findings and recommendations consistent with the law and legal precedence.
6. Recommend and coordinate appropriate interim and remedial measures; develop, propose, and implement resolutions for complex harassment and discrimination cases; advise complainants, respondents, and third parties on reporting options, processes, rights, and resources available at the District and in the community.
7. Develop, implement, revise, and ensure compliance with case management database protocols to organize, manage and track incidents; prepare statistical reports; track cases, data, and trends to identify patterns; and make recommendations to address any patterns or systemic issues impacting the District's Title IX compliance.
8. Provide information, advice, legal and policy interpretation, and periodic training to District employees and students on federal and state laws and District policy and procedures related to unlawful discrimination based on sex, sexuality or gender identities; disseminate available resources and Title IX rights and responsibilities; lead and coordinate Title IX training programs, including reporting procedures, education and prevention, and operational training for employees.

9. Advise and collaborate with District and College stakeholders on the status of initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment and Title IX compliance.
10. Work with the appropriate college departments to identify and train Campus Security Authorities (CSAs); ensure notices announcing the availability of safety reports and information to current and prospective students and employees; track compliance activities, convene District and College stakeholders for periodic review and evaluation of compliance and culture pursuant to area of assignment, produce regulatory and Board reports and present outcomes to institutional leadership.
11. Plan, organize, direct, supervise, and lead daily operations in the Title IX Office, including assignment job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary process with assigned staff.
12. Proactive participation in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Title IX and People, Culture, and Technology Services strategic objectives and effective operations.
13. Utilize technology resources effectively to automate routine processes and procedures and improve efficiency of operations; evaluate and recommend changes in technology resources to improve operations; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
14. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
15. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities, model inclusive behaviors; and achieve equity in outcomes.
16. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity, address equity gaps, and create an inclusive environment in the Title IX Office.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

District organization, operations, mission, strategic objectives, policies, procedures, and rules, including disciplinary policies and procedures for employees and students.

Effective communication methods, techniques, and modes with diverse stakeholders.

Effective complaint and conflict investigation and resolution methods and best practices.

Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.

Effective information and record management methods, including managing confidential and sensitive information with discretion and respect.

Laws, regulations, California Education Code, and Title V requirements that pertain to students, faculty, staff, and others with respect to Title IX of the Education Amendments of 1972, Title VII, the Clery Act, the Campus Save Act, the Family Educational Rights & Privacy Act (FERPA) and the Violence Against Women Act, SB 493, harassment, and discrimination.

Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.

Skills and Abilities:

- Apply an equity-minded, anti-racist professional approach to all work activities; engage with others with cultural humility and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.
- Communicate effectively with diverse stakeholders, orally and in writing.
- Conduct complex and novel investigations efficiently, effectively, and equitably, use trauma-informed practices and behaviors, and understand the effects of sexual assaults, harassment, and domestic/dating violence.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Develop and implement effective Title IX Office policies and procedures.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
- Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.
- Maintain appropriate professionalism in stressful situations.
- Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to financial aid programs.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Provide training, professional development, and professional growth to assigned staff.
- Read, interpret, and apply laws, regulations, and guidelines impacting the effective, efficient, and equitable performance of Title IX and related operations.
- Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in Title IX aid related nondiscrimination and harassment laws, regulations, guidelines, and effective practices.

Training and Experience:

Juris Doctorate (JD) and two years of experience in the area of investigations, interpersonal violence, and mediating conflict or Master's degree in student affairs, higher education administration, social work, psychology, or related area and five years of experience in the area of investigations, interpersonal violence, and mediating conflict or the equivalent combination of education and work experience.

License:

Valid California driver's license.

WORKING CONDITIONSPhysical Requirements:

Category III, usually minimum requirements.

Environment:

Favorable, usually involves an office. May require travel from site to site and outside of the District.