

# 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: 10/2015  
Staff Type: Classified  
FLSA status: Exempt  
Salary Range: 16

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### DEFINITION

Under the direction of the Vice Chancellor of Student Services, the Title IX Coordinator is responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, including reports and response to complaints relating to Title IX issue resolution and implementation of remedial measures; responsible for creating, directing, and implementing appropriate policies and procedures, and training programs for students, faculty and staff related to Title IX compliance.

### EXAMPLES OF DUTIES

1. Manage oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies as they relate to Title IX; develop, recommend, and ensure Title IX compliance and training programs and strategies which meet federal and State mandates;
2. Monitor and coordinate regulatory compliance with local, state and federal laws and regulations, including but not limited to: Title IX, the Clery Act, and VAWA.
3. Develop appropriate policies and procedures for compliance under Title IX, VAWA and the Clery Act. Effectively communicate with key stakeholders of the District and local law enforcement entities to ensure the needs and concerns of the District are addressed.
4. Objectively and effectively oversee and coordinate investigations of allegations and complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas, prepare reports, and make findings and recommendations related to law and legal precedence; ensure investigations are timely, impartial and thorough.
5. Make recommendations and coordinate appropriate interim and remedial measures. Develop resolution for complex harassment and discrimination cases. Provide advice to individuals, including the Reporting Party, Accused Party, or a third party, about reporting options, processes, rights and resources available at the District and in the community.
6. Maintain and oversee case management database to organize, manage and track incidents. Prepare statistical reports. Track cases, data and trends to identify patterns and make recommendations accordingly and address any patterns or systemic problems revealed by such reports and complaints.
7. Provide information, advice, interpretation and training to District administrators, employees, students and employment applicants on federal and State laws and District policy and procedures related to unlawful discrimination; publish and disseminate to students, faculty and staff the available resources and Title IX rights and responsibilities. Lead and coordinate all Title IX training efforts, including reporting procedures, educational materials, training for administrators, students, employees and employment applicants.
8. Advise and collaborate with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment and Title IX compliance. Work with the appropriate college and Continuing Education departments to identify and train Campus Security Authorities (CSAs) for the District. Ensure notices announcing the availability related safety reports and information are properly developed and available to current and prospective students and employees. Produce regulatory reports and present outcomes to institutional leadership.

9. Develop, supervise, lead and manage teams of professional and administrative staff, including hiring, training, performance management, work allocation supervision, and prioritization.
10. Collaborate with members of the District community to conduct training, prevention and education efforts and periodic review of climate and culture; ensure compliance, in conjunction with the college police department and other District personnel, with requirements under the Clery Act and VAWA.
11. Remain knowledgeable of current state and federal laws, regulations and trends in the field of higher education related to sexual harassment, sexual violence and other discriminatory practices, including but not limited to: Title IX, the Clery Act and VAWA.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Analyzing, understanding and resolving complex issues objectively and expeditiously.  
Applicable and pertinent areas of the government regulations that pertain to students, faculty and college staff, with respect to Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA, and other anti-discrimination laws and regulations.  
Complaint and conflict investigation and resolution.  
Complying with the requirements of the Clery Act and Title IX.  
Computer applications, word processing, and presentation programs.  
Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.  
Data analysis.  
Disciplinary procedures for employees and students.  
Human Resources management principles, practices and standards, as applied to public institutions.  
Modern office practices, procedures and equipment.  
Principles & practices of administration, supervision and training.  
Record-keeping techniques.  
SDCCD organizational structure, policies and procedures.  
Sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of student, community, and employee populations.  
Theories, principles, practices, and procedures associated with human resources management in higher education or related public service.

#### Skills and Abilities:

Accept change and new methods in the assigned area of responsibility.  
Advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.  
Communicate effectively orally and in writing.  
Conduct trauma-informed investigations and understand effects of sexual assaults, harassment, and domestic/dating violence.  
Conflict resolution.  
Develop and implement training and prevention.  
Develop, implement and oversee programs and procedure.  
Effective public speaking.  
Establish and maintain effective working relationships with others.  
Handling sensitive information with discretion and respect.  
Interpret and apply provisions of state and federal laws as related to the responsibilities of the position.  
Investigate complaints relative to assigned program areas, and make findings.  
Maintain records and prepare reports.  
Meet schedules and time lines.

Organizational problem-solving.  
Produce regulatory reports and present outcomes to institutional leadership.  
Project management and leadership.  
Work cooperatively and productively with internal and external constituencies.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business administration, personnel management, labor relations, Human Resources or related field and at least three years' experience in complaint resolution and investigation of gender discrimination and sexual violence complaints and overseeing institutional compliance with anti-discrimination laws and regulations, including: Title IX, VAWA and the Clery Act.

Desirable Qualifications:

Master's degree, Doctor's degree or Juris Doctorate and six to seven years of professional-level experience in mediation and complaint resolution, including significant experience in handling various types of investigations related to sexual harassment, discrimination, and/or Title IX violations

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III, usually minimum requirements.

Environment:

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