



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 4/25/2024

Coordinator, Title IX

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary Education, Middle School Education, High School Education, Athletics and Student Activities, and Title IX.

Job Overview

The Title IX Coordinator ensures the Division's compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act and related federal, state and local laws. Through an integrated approach of programming, communication, policy, training, education, investigation and reporting, the Title IX Coordinator ensures the prevention of sexual and gender-based harassment and discrimination to eliminate barriers to educational opportunity, activities, programs and employment. The Title IX Coordinator champions best practices which cultivate an inclusive culture; provides leadership and strategic direction that advances LCPS's commitment to maintaining learning and working environments free from all forms of discrimination, including sexual discrimination and harassment; and ensures the Division's compliance with established laws and regulations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned.

- Serves as the Division's expert resource on Title IX compliance and related laws and issues
- Monitors and assesses division-wide implementation and compliance in all areas subject to Title IX regulations
- Develops and implements policies and procedures for effective Title IX compliance and program administration
- Oversees development and implementation of training for employees and for central and school-based administrators responsible for preventing and responding to allegations of sexual and gender discrimination, harassment, misconduct and retaliation
- Directs or conducts investigation of complaints of sexual discrimination, harassment and misconduct, including written reports of findings and recommendations
- Liaises with state and federal oversight agencies and offices; and represents the Division in the review and resolution of Title IX compliance issues
- Ensures development and timely submission of required reports
- Communicates with complainants and respondents regarding the complaint process, reporting, available resources, interim and supportive measures and resolution options
- Collaborates with the Office of Equity, Human Resources and Talent Development, Division Counsel, Communication & Community Engagement Office and other appropriate offices and departments to ensure integrated and consistent approaches and communication regarding compliance, access and equity

- Develops and implements Title IX program strategy, goals, policy, programming and operations; continuously reviews and assesses effectiveness and impact and implements improvements
- Monitors all Title IX cases from intake through completion, ensuring timely investigation and resolution of all reports; reviews investigatory findings and recommendations and makes final determinations regarding interim and supportive measures and sanctions
- Participates in annual budget preparation for the Superintendent's Office, including making recommendations for Title IX compliance, programming, education, training and personnel costs
- Monitors legislative environment for proposed changes in applicable laws and regulations and assesses and advises leadership on possible impacts
- Provides consultation, advice and technical assistance to the Superintendent, Chief Human Resources Officer and central and school-based leadership on Title IX compliance and related issues
- Provides oversight and supervision to Title IX staff

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Education, Human Resources, Gender Studies or related field

Experience

Ten (10) years of experience in ensuring compliance with non-discrimination laws, regulations and/or policies; and investigation, mediation and/or adjudication of complaints of harassment, discrimination, misconduct and/or civil rights violations, including three years in a supervisory capacity

Knowledge, Skills and Abilities

- Ability to communicate effectively, both orally and in writing
- Ability to effectively interface and influence at all organizational levels
- Ability to interpret and apply complex laws and regulations
- Proficiency in the use of the Microsoft Office suite of products
- Ability to utilize a PC and related hardware and software
- Knowledge of the principles and practices of mediation and conflict resolution
- Strong knowledge of human resources and non-discrimination policies, principles, practices and trends
- Ability to model behavior of high integrity, professionalism, and customer-focus
- Knowledge of the principles and practices of investigation, including trauma-informed investigative techniques
- Knowledge of Title IX and related laws and regulations
- Ability to interact effectively with individuals of diverse backgrounds
- Ability to maintain confidential and sensitive information
- Ability to plan, direct and evaluate the work of professional staff
- Skill in facilitating educational and training presentations and discussions

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time.

Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.