SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Title IX/ Uniform Complaint Compliance Officer
REPORTS TO: General Counsel

DEPARTMENT: Title IX/ Uniform Complaint Office
CLASSIFICATION: Classified

FLSA: Exempt

REVISED: July 24, 2018

SALARY GRADE: 026

BASIC FUNCTION: Serve as the District’s Title IX Coordinator, monitor and ensure District-wide compliance with Title IX regulations, investigate and prepare responses to Uniform Complaints; and coordinate reviews set by the Office of Civil Rights; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Ensure District-wide compliance with Title IX regulations related to receipt and handling of complaints, including procedural handling of complaints, provision of timely and complete responses, and implementation of corrective action as appropriate. E

Provide advice and training to site administrators and other District personnel regarding Title IX requirements, grievance issues and compliance programs. E

Monitor and assist site administrators and department heads in the implementation of the Title IX grievance process at the site or department level, including providing consultation and information to potential complainants, distribution of grievance forms, receipt and acknowledgment of grievances, conduct of grievance hearings, issuance of grievance decisions and notification to complainants of the right and procedure for appeal. E

Maintain grievance and compliance records and files. E

Identify and address patterns or systemic issues pertaining to sexual harassment, sexual violence or sexual discrimination. E

Receive Uniform Complaints and respond to Uniform Complaints and appeals thereto; conduct investigations in response to Uniform Complaints involving the practices of multiple sites and/or departments; request and coordinate site or department investigations of site or department level Uniform Complaints. E

Track receipt of notices of compliance reviews by the Office of Civil Rights; determine the appropriate department or person to be assigned responsibility for response; monitor progress to ensure timely, complete and accurate responses. E

Prepare and maintain detailed records of activities. E
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations. E

Provide relevant reports to management, including recommended corrections and improvements. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a bachelor’s degree in business, law, civil rights, human resources, public administration or related field and four years of professional-level experience as a site administrator, Title IX coordinator, or other position that demonstrates professional level knowledge of practices, methods, and techniques to plan and conduct independent, complex, and sensitive investigations and ensure regulatory compliance. (Title IX Certification may substitute for experience.)

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Applicable provisions of federal, state, and district laws, rules, and regulations, including Title IX regulations, the Uniform Complaint Process and the practices of the Office of Civil Rights.
Technical aspects of field of specialty.
Interview and research techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Prepare comprehensive reports and responses to complaints.
Understand and protect the rights of confidentiality of students, staff and families.
Plan and conduct independent, complex and sensitive investigations.
Participate effectively in interviews with all levels of staff.
Gather and analyze data and prepare summary of findings
Draw logical conclusions and make recommendations.
Perceive organizational implications of decisions and recommendations.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of district staff and the public.
Operate standard office equipment including a computer and related software applications.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting; traveling in personal vehicle to conduct fieldwork.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

An Internal Investigator examines and conducts complex and highly sensitive investigations regarding alleged employee misconduct and allegations related to student safety including violence against children, bullying/harassment and egregious acts.

A Title IX/Uniform Complaint Officer ensures District-wide compliance with Title IX and Title IX regulations related to receipt and investigation of complaints, including procedural handling of complaints, provision of timely and complete responses, and implementation of corrective action as appropriate.

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