

Job Description

Civil Rights Compliance Officer (Title IX and Section 504) (Discrimination and Harassment)

- A. The District Compliance Officer is responsible for implementation of the following:
1. To organize and maintain files which will contain a written record of all of the actions and procedures as required by law. Such files will contain copies of records and reports required to be kept.
 2. To prepare and certify the reports and audits required by law and to compile any and all other reports, statistics, charts, and graphs as may be required by law or the Superintendent.
 3. To prepare all required letterheads and posters to be displayed; to include the phrase "The XYZ School District does not discriminate in its program offerings, or student activities regardless to race, color, national origin, sex and disability.
 4. To monitor the operation of this program with regards to its effect upon the Board members employees, students, and the XYZ School District to bring to the attention of the superintendent revisions and/or updating that may be appropriate, and to recommend to the superintendent those steps which should be taken to improve school diversity and insure harassment-free programs.
 5. To keep abreast of current OCR (Federal/State) developments, modifications, law, regulations and trends in the field of education as they relate to non-discrimination and anti-harassment programs, and to suggest any necessary changes.
 6. To keep appropriate records with regard to the Board's recruiting, hiring, promotion, transfer, and in-service education activities to facilitate the Board's Policy against discrimination.
 7. To provide representatives of bargaining units with information about the discrimination and harassment policy and procedures and to act as liaison officer with such representatives concerning the policy and procedures.
 8. To be available for consulting with employees with regard to their rights and responsibilities concerning discrimination and harassment when so requested or when it appears that such consultation is warranted.
 9. To serve as liaison officer with all federal, state, and local government compliance or investigation officers in all matters involving discrimination and harassment complaints or required reports.
 10. To review job titles and job descriptions in order to determine whether they correlate with job requirements and to assure that requirements of training, experience, certification, licensing, and/or skills do not unnecessarily impede or bar the utilization of qualified applicants and employees.
 11. To periodically examine recruiting methods and employment procedures to assure that they do not illegally discriminate against qualified applicants.
 12. To provide inservice training to all employees concerning Title VI (race, color, national origin) Title IX sex /gender and Section 504-disability expressly inservices concerning the districts Discrimination and Harassment Policy.
 13. Investigate sources of books, videos, et.al., which are directed at youth from grades K-5 whereas they will not be exposed to sexual and anti-harassment language which may be offensive to naive youth.
 14. The compliance office (Title IX/504 Coordinator's) should make on-site reviews at all schools buildings including community schools to ensure that building managers are in compliance with federal and state guidelines concerning civil rights issues and to ensure that building administrators and staff are adhering to anti-harassment treatment in respect to all students regardless to race, color, national origin, sex/gender, disability (Federal guidelines). This type of interviewing of staff and

students at each school (K-12) would discourage principals covering-up for select teachers and other staff who discourage students from reporting harassment by school employees and other students. Also, this type of on-site interview would encourage all administrators and staff to perform their duties with a high level of professionalism.

The district may wish to contract an outside professional with expertise in federal civil rights law who has experience working with students in the academic arena and has experience as an expert interviewer.

15. Keep a school year record of all out of school suspensions by sex, race, disability and reasons for said suspensions. Prepare charts for district to show percentages of the above category and the teachers in each schools who have the most suspensions. Also, the same type of charts, (race, color, national origins, sex, and disability) for district expulsions.
16. And, of course, conduct investigations of alleged discrimination and harassment complaints. The compliance officer (Title IX/Section 504) Coordinator should have access to board level management people (where there is no conflict of interest) to assist in complex harassment and discrimination investigation cases, or be able to hire retired administrators and supervisors, human resource persons, counselors, in some cases select teachers who may be trained to become investigators and pay them at a rate equal to a substitute teacher, plus mileage.

This office should be staffed with an administrative assistant to work with the Title IX Coordinator in a large district, expressly the 21 large districts, also a top-of-the-line secretary. In career centers (joint vocational schools) you would probably not need extra staff, however, these centers may wish to hire retired educators who reside in nearby districts as contract investigators.

17. The coordinator should have great "people skills", be an excellent spokesperson and trainer, and a person who "makes things happen".

Summary

In accordance with the Civil Rights Certificate, signed by the Superintendent of each district, agreeing that compliance with the assurance constitutes a condition of continued receipt of federal financial assistance, and that is binding upon the applicant, its successors, transferees and assignees for the period during which such assistance is provided.

The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the statutes, regulations, guidelines and standards against those students or employees. In the event of failure to comply, the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may, at its discretion, seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief. The [district] applicant assures that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975. Therefore, a district must appoint, by board action, a Title IX Coordinator (which includes Title VI - race, color, national origin) who is considered the (Compliance Officer) who may also have the duties of the Section 504 Coordinator; or if desired by the district, they may also appoint a separate Section 504 Coordinator. However, the (separate) 504 Coordinator must collaborate with the Title IX Coordinator / Compliance Officer on all alleged discrimination and harassment cases.

This position is expected to be a pro-active, rather than a re-active position.

