

### **JOB DESCRIPTION OF TITLE IX OFFICER**

To be selected or appointed to hold the Title IX District Committee representative position, a candidate will:

- Be an employee of the District represented by the committee.
- Provide the committee with the appropriate leadership during the duration of his/her appointment.
- Be appointed by the Superintendent of Schools.
- Represent the District at all appropriate Title IX meetings and functions.
- Inform the Superintendent of Schools of any Title IX violations/potential violations as they arise.
- Assist the District grievance person(s) in investigating any charges of sex discrimination brought by any student(s) or employee(s), under the District's grievance procedure.
- Advise the Superintendent of any new developments or changes in Title IX regulations impacting on the District's schools.
- Make reports/recommendations to the School Board as appropriate.
- Be responsible for insuring employee awareness and understanding of the District's non-discriminatory policies.
- Coordinate the District's efforts to comply with Title IX.

**Adopted: October 11, 1983**

**Revised: 12/3/96**

**Reviewed: August 21, 2012**