

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Title IX Coordinator

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Reports to: Superintendent

Job Goals: Coordinates the Title IX program of the District. Keeps the District personnel informed of the Coordinator's responsibilities and assures periodic meetings to update staff on Title IX activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develop a systematic procedure for monitoring Title IX compliance.
- Develop a grievance procedure for use by students and staff; provide information about the availability and use of the grievance procedures; maintain a record of all grievance problems and solutions.
- Disseminate information about student rights in relation to Title IX.
- Ascertain that an annual notice of the Title IX Coordinator's name, address and telephone number is placed in school catalogs, handbooks, etc.
- Evaluate present treatment of and practices related to pregnant students to determine compliance with Title IX regulations.
- Coordinate record keeping.
- Develop procedures and policies regarding the prevention of sexual and racial harassment, including in-service training for personnel, a system for reporting and investigative procedures.
- Provide ongoing reviews of district bulletins, catalogs, board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Title IX.
- Review student-sponsored organizations and suggest criteria for compliance with Title IX.
- Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.
- Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
- Regular and dependable attendance.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the District in completing the necessary process and procedure for insuring Title IX compliance.

EDUCATION and/or EXPERIENCE: Master's degree or equivalent, three years of successful professional practice or administrative experience or combination thereof.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure

manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with the Board of Education, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job descriptions for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.