

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TITLE IX COORDINATOR

L246.100

BASIC FUNCTION:

Under direction of the Vice President of Student Services, the Title IX Coordinator's responsibilities include administration and oversight of Title IX of the Education Amendments of 1972, including the College's ongoing compliance with Title IX and other regulations governing sex or gender-based discrimination and harassment, dating and domestic violence, stalking, other sexual violence, and gender-identity. The Title IX Coordinator is also responsible for compliance with federal and state laws and regulations on equity and equal employment opportunity as they relate to sex or gender-based harassment or discrimination.

The Title IX Coordinator oversees and coordinates the investigations for Title IX, student equity and allegations of discrimination, harassment and other areas covered within the program. In collaboration with the Executive Director of Human Resources, the Title IX Coordinator shares oversight regarding the enforcement of state and federal laws, and the College's policies prohibiting sexual misconduct, harassment, discrimination and retaliation.

The Title IX Coordinator leads and proactively influences college-wide Title IX planning, monitoring, reporting, grievance procedures, education, prevention, and training efforts, and is responsible for developing and implementing ongoing effective and compliant education and training programs; and monitoring and ensuring the efficacy of such programs.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Receives, analyzes, processes, and responds to inquiries and complaints from faculty, staff, students, and third parties, including requests for information, complaints of sexual misconduct, sexual and/or gender-based harassment/discrimination, stalking, dating violence, domestic violence, sexual assault, and gender identity in a timely and equitable manner.
- *2. Assists individuals in accessing available resources, including advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus.
- *3. Recommends, in consultation with Human Resources, interim measures pending completion of investigations.
- *4. Collaborates with other campus offices, as needed, to coordinate and execute in a timely manner Butte College's response and investigation of complaints as pursuant to Title IX.
- *5. Oversees designated Deputy Title IX Investigators across critical areas of the institution; ensures investigators and those involved with processing Title IX complaints are adequately trained in compliance with Title IX guidance.
- *6. Oversees, coordinates, and ensures investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential, and impartial; reviews proposed sanctions for sexual misconduct before they are imposed to ensure that they are reasonably calculated to stop the sexual misconduct and prevent its recurrence and keeps thorough records of the investigatory process within the specific timeframes and standards pursuant to California Community College policies and procedures, or applicable laws; ensuring a timely, thorough, impartial, and equitable process for all parties.
- *7. Advises complainants, respondents, and witnesses of applicable policies and procedures; including the college's investigatory procedure, and Title IX grievance process.
- *8. Reviews, interprets, analyzes, and evaluates witness statements, documents, and other evidence collected during the investigation. Makes credibility determinations when necessary.
- *9. Prepares and presents comprehensive investigatory reports of findings of each investigation and makes recommendations for corrective or proactive actions in consultation with the Executive Director, Human Resources, administration, campus police, and/or legal counsel as appropriate. Prepares disposition reports.
- *10. Collaborates with Human Resources, when appropriate, and provides investigation oversight of discrimination and harassment investigations involving Title IX, sex, or gender issues that are conducted by either internal or external investigators; reviews investigation reports of findings and makes recommendations for corrective and/or proactive actions.
- *11. Maintains investigatory files, Title IX grievance files, disposition reports and other records regarding harassment and discrimination cases.
- *12. Reports complaints defined as crimes under the Clery Act to the Butte College Police Department, or those that may be subject to Clery Act required emergency notification. Communicates with the Butte College Police Department, as necessary and appropriate, regarding the College's responsibilities under Title IX. Serves as a resource on Title IX issues for the Butte College Police.
- *13. Stays abreast of regulations and statutes relating to civil rights laws and gender-based harassment and violence, and

- reviews Butte College's policies, procedures, and practices, and develops and recommends policies, procedures, programs, and plans to ensure Butte College's compliance with California Community College, Title IX, and EO policies, regulations, and procedures.
- *14. Serves as a consultant and subject matter expert to administrators, faculty, staff, and students on Title IX, and matters related to diversity, civil rights enforcement, gender equity, sexual harassment, sexual violence and complaint processing and resolution.
 - *15. Collaborates with Administration and Human Resources to develop, coordinate, and provide education and training (including regularly scheduled workshops, annual Title IX training, training on Title IX grievance procedures, sexual harassment and discrimination, sexual violence, and gender equity) to faculty, staff, and students as appropriate in an effort to reduce the recurrence of incidents/complaints and prevent them from becoming systemic problems, and to promote equity in education and employment.
 - *16. Identifies areas of institutional risk and exposure related to Title IX compliance, and proactively identifies opportunities for systemic corrective action; proposes improvements and changes to Butte College policies and practices. Coordinates the College's compliance efforts with respect to Title IX regulations and requirements, and makes recommendations to the Executive Director of Human Resources and Administration, as appropriate, to address areas of risk.
 - *17. Develops and implements an annual survey to assess the school climate and coordinates the collection and analysis of information from that survey.
 - *18. Develops and disseminates educational materials to faculty, staff, and students.
 19. Acts as Butte College's representative when attending conferences and communicating with federal or state compliance or investigation officers. May serve on a variety of District committees as requested.
 20. May perform other related duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION/EXPERIENCE:**

- Bachelor's degree **AND**
- Four (4) years of increasingly responsible experience in managing Title IX processes and programs, interpreting federal and state laws and/or regulations regarding EEO compliance**, **AND**
- Experience must include conducting discrimination, harassment, Title IX, or various types of investigations.

** *A Master's degree in a related field or Juris doctorate may be substituted for one (1) year of the experience.*

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Within one (1) year of appointment the incumbent must attend ATIXA or comparable training in EEO and civil rights investigations.
- Must have a valid California state driver's license maintained throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- A Master's degree in a related field or a Juris Doctorate is preferred.
- Experience in designing, developing and implementing successful training programs, plans, and services related to nondiscrimination and Title IX compliance.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: current state and federal laws, regulations, policies, procedures and trends regarding discrimination, harassment and retaliation, including, but not limited to, the areas of sex discrimination, sexual harassment, sexual assault, sexual violence, gender-based discrimination/harassment, and other practices that violate Title IX, and other relevant laws, legislation, and policies; Valid and effective investigative principles, practices, and techniques, including trauma-informed investigative techniques; Functions and structure of college governance processes and procedures, including best practices as they relate to institutions of higher education compliance; Principles and practices of developing and delivering effective training; College, district, community, and social service referral sources.

Skill in: communicating effectively, both orally and in writing, including the ability to convey complex and sensitive information to a diverse audience that may include students, faculty, staff, and community members; Establishing and maintaining productive and effective, inclusive working relationships and partnerships, including working collaboratively and cooperatively with internal and external constituencies, while exhibiting tact, patience, and diplomacy; Problem solving and conflict resolution, including negotiation skills and the ability to develop novel and creative solutions to resolve issues.

Ability to: perform the essential functions of the position; Conduct investigations of cases alleging discrimination and/or

harassment based on sex or gender, including sexual assault, sexual violence, and related misconduct, including the ability to investigate and analyze problems; Manage and safeguard personal, sensitive and complex information and matters with composure, mature judgment and discretion, and to maintain confidentiality as appropriate; Research and prepare clear, concise and effective written reports, and other materials, including the ability to present findings and recommendations; Interpret current state and federal laws, regulations, policies, procedures and trends regarding discrimination, harassment and retaliation, including Title IX, and other relevant laws and/or legislation; Explain and convey information regarding rules, regulations, policies, and procedures; Work in a multicultural/multiethnic environment, and meet the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds with demonstrated commitment, sensitivity, knowledge, and understanding; Communicate to a diverse campus community in a variety of methods in assessing procedural, policy or ethical concerns in complex matters while remaining impartial and projecting impartiality; Develop, implement, and successfully present educational and training programs to a broad campus audience, including faculty, staff, students, and others on a variety of topics, including, but not limited to, sexual harassment/sexual violence, gender-based harassment/discrimination, Title IX, and other relevant laws, legislation, and policies with strong presentation and facilitation skills; Advocate for programs, and support the core values of the college; Maintain appropriate confidentiality, including the maintenance of confidential records; Remain calm and cooperative in confrontational situations; Perform duties in a timely manner despite interruptions; Operate a computer and assigned office equipment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

This is a single incumbent, non-supervisory position.

PHYSICAL EFFORT:

The conditions herein 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 job functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Hearing: Hear in the normal audio range with or without correction. Speech Recognition — The ability to identify and understand the speech of another person.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; operate assigned equipment and to observe and assess the demeanor of others.

CONTACTS:

Regular interaction with the College community, including faculty, staff, and student, other colleges, community agencies, Advisory Board members, and members of the public.

WORKING CONDITIONS:

Work is performed primarily in a standard office setting. While performing the duties of this job, the employee is rarely exposed to outside weather conditions; however, possible exposure to hazards and physical risks to personal safety may occur while operating certain equipment. The noise level in the work environment is usually mild.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.