ATIXA Structuring, Training, and Supervising the Title IX Team
Seminar Agenda

Description:
In the beginning, the 2011 Dear Colleague Letter led to the formation of Title IX offices, and the appointment of dedicated Title IX coordinators. By 2014, it was clear that compliance takes a village and the first Title IX teams started to form. By 2020, the Title IX regulations effectively required the formation of teams to ensure compliance.

Today, Title IX teams are common, but Title IX offices continue to face significant staff turnover challenges while also experiencing increased scrutiny from stakeholders, courts, and the media. Title IX compliance work requires a unique blend of procedural and personnel oversight that isn’t formally taught in other venues. The Title IX regulations tell districts and institutions what they need to accomplish, but they don’t dictate how to do so.

Effectively leading a mix of direct reports, indirect reports, peers, volunteers, and external contractors can be challenging, even for a seasoned manager. Depending on their own professional backgrounds, Title IX Coordinators may feel ill-equipped to fulfill the team management elements of the role, particularly if they are new to supervising and managing a team. This seminar provides a framework to help Coordinators effectively form, staff, train, and supervise their Title IX teams.

Learning Outcomes:
After completing this seminar, participants will be able to…

- Assess the roles needed for Title IX compliance, and the specific duties each team member needs to fulfill
- Evaluate current staffing in the context of Title IX compliance to assess for gaps and institutional/district/school needs
- Develop a Title IX Team staffing plan, including a recruitment and hiring/selection process designed for the unique needs of Title IX compliance work
- Identify opportunities for formal and informal evaluation of Title IX Team members
- Discuss professional development and training needs and goals with Title IX Team members
- Review complaints or allegations against Title IX Team members to determine appropriate responsive actions
Seminar Topics

Staffing and Team Structure
- Roles & Responsibilities
- Formal Position vs. Volunteer
- Recruitment
- Hiring and Selection Processes
- External Staffing Resources
- Student Involvement Pros and Cons

Team Training
- Required Training
- Training Modalities and Frequency
- Dosing
- External vs. Internal
- Teach-Ins
- Posting Requirements
- Annual Reporting

Effective and Ongoing Supervision & Evaluation
- Supervision
- Formal vs. Informal Evaluation
- Opportunities for Evaluation
- Providing Feedback
- Professional Development Plans
- Managing Complaints, Allegations of Bias, and Conflicts of Interest

Supervisory Challenges
- Dotted Lines vs. Direct Reports
- Positions Without Reporting Lines
- Volunteers
- Bias

Note: Seminars do not include a standard break. Participants are welcome to eat and/or drink during the seminar and step away for other needs as necessary. Seminar start and end times for in-person events are determined by the host site. All virtual seminars take place from 12:00 – 2:00 PM ET unless otherwise specified.