Title IX Coordinator Foundations for K-12 Education
Training & Certification Course Agenda

Description:
ATIXA’s Title IX Coordinator Foundations for K-12 Education, when combined with the Title IX Compliance Essentials for K-12 course, is designed to give K-12 Title IX Coordinators the complete foundational training needed to understand the scope of their role and multi-faceted responsibilities under Title IX.

This course focuses on the Title IX Coordinator’s specific responsibilities at each phase of the Formal Grievance Process. ATIXA’s expert faculty will lead a discussion in how to structure and train your Title IX team, including the various roles and responsibilities for investigations, decision-making, informal resolution, and appeals.

The course takes a deep dive into the “initial assessment” phase following a report of sex-based harassment or discrimination, which is often conducted or overseen closely by the Title IX Coordinator. This course also grounds participants in key topics needed for all K-12 Coordinators to excel in their role, such as the First Amendment, other key Title IX compliance elements, navigating employee complaints, and how your school or district may interface with the U.S. Department of Education’s Office for Civil Rights.

This course supports K-12 Title IX Coordinators whether Title IX oversight is all or only a portion of their day-to-day responsibilities. This course is also an excellent choice for other K-12 administrators who support Title IX compliance, such as school-based administrators, deans of students, human resources professionals, and other district-level staff.

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

- Understand how to structure their Title IX Team, assess its members, and leverage the authority of the Title IX Coordinator
- Conduct an initial assessment and other preliminary steps following a Title IX report
- Specify the factors that should be considered when determining whether the Title IX Coordinator should file a formal complaint
- Explain the Title IX Coordinator’s role to oversee investigations, the decision-making process, and appeals
- Describe requirements for other aspects of Title IX compliance oversight
Course Topics

Title IX Refresher
- The Law
- Title IX Definitions
- Scope and Jurisdiction
- Grievance Process Overview

Structuring and Training Your Title IX Team
- Role of the Title IX Coordinator
- Identifying and Assigning Roles and Responsibilities
- Evaluating the Team
- Leveraging and Empowering Title IX Coordinator Authority
- Training Requirements and Best Practices
- Impartiality, Conflicts of Interest, and Bias

Initiation of the Grievance Process
- Notice to the Recipient/Complaint
- Report vs. Complaint
- Mandatory Reporting Requirements for K-12 Schools

Conducting the Initial Assessment
- Process
- Initial Assessment
- Supportive Measures
- Role of Parents/Guardians
- Requests for Confidentiality
- When Should the TIXC File a Formal Complaint?
- Emergency Removal
- Informal Resolution

Case Study: Initial Assessment

Overview of the Investigation Process
- When Do You Investigate?
- Steps of an Investigation
- Standard of Evidence
- Intersections of Law Enforcement and Concurrent Criminal Action
- Evidence, Documentation, and Report
Overview of the Decision-making Process
- Making Determinations
- Written Documentation
- Intersections with Expulsion Hearings
- Intersections with Special Education Law
- Sanctioning Considerations
- Common Sanctions

Overview of the Appeal Process
- Grounds for Appeal
- Appeal Process
- Finality of Determination

Recordkeeping and Documentation
- Legal Requirements
- How Much?
- How to Maintain
- Rights of Access

Prevention and Remediation of Retaliation
- Title IX Coordinator’s Role
- Retaliation Construct

Navigating First Amendment Protections
- First Amendment Protections
- In-School vs. Out-of-School Speech

Additional Key Title Compliance Elements
- Pregnancy and Related conditions
- Gender Identity and Gender Expression
- Gender Equity in Athletics and Other Programs

Navigating Employee Complaints
- Intersection of Title IX and Title VII
- Impact on Employees
- Considerations for Employee Cases
The Office for Civil Rights (OCR) and Title IX

- Role of OCR
- Key OCR Guidance

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.