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 K-12 Fundamentals pre-learning, is designed to give K-12 Title IX Coordinators the 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 major stage of the Title IX Resolution Process. ATIXA’s expert faculty will lead a discussion on the various roles and responsibilities for investigations, decision-making, informal resolution, and appeals.

The course takes a deep dive into the “initial evaluation” 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 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
- Conduct an initial evaluation and other preliminary steps following a Title IX report
- Specify the factors that should be considered when determining whether the Title IX Coordinator should initiate a complaint
- Explain the Title IX Coordinator’s role in overseeing investigations, the decision-making process, and appeals
Course Topics

Title IX Statute and Regulations
- Title IX Statue
- 2024 Title IX Final Rule
- Retroactivity

Title IX Compliance Elements
- Essential Compliance Elements
- School/District Title IX Obligations
- Mandatory Reporting
- Monitoring and Barrier Analysis

Scope and Definitions
- Title IX Applicability
- Sex Discrimination
- De Minimis Harm
- Sex-Based Harassment
- Quid Pro Quo
- Hostile Environment Harassment
- Sexual Assault
- Rape
- Sodomy
- Sexual Assault with an Object
- Fondling
- Incest
- Statutory Rape
- Dating Violence
- Domestic Violence
- Stalking
- ATIXA Model Policy Definitions
- Consent

Title IX Resolution Process
- The IX Commandments
- Section 106.45 Basic Requirements
- Prompt Resolution
- Parties’ Rights
- Working with Parents/Guardians

Reports, Complaints, and School/District Knowledge
- Title IX Complaint
Initiating a Complaint
Confidential Employees
Reporting Considerations

Initial Evaluation
- Intake Following a Report or Complaint
- Assessing Jurisdiction
- Title IX Coordinator Initiating a Complaint
- Requests for Confidentiality
- Dismissal and Appeal
- Students with Disabilities
- Emergency Removal and Administrative Leave
- Supportive Measures
- Informal Resolution
- Parent/Guardian Involvement
- Interacting with Law Enforcement

Case Study: Initial Evaluation

Investigation Oversight
- Who Should Investigate?
- Investigation Oversight
- Establishing Investigation Foundation
- Notice of Investigation and Allegations
- Investigation Components
- Relevant and Impermissible Evidence
- Parties' Evidence Review
- Advisors
- Unauthorized Disclosure Rule

Determination
- Roles and Responsibilities
- Decision-Making Process
- Credibility Assessment
- Determinations
- Standard of Proof
- Written Determinations
- Sanctioning Considerations
- Common Sanctions
Appeals
- Appeal Grounds
- Appeal Determinations

Employee Complaints
- Intersection of Title IX and Title VII
- Employee Complaint Considerations

Retaliation Prevention and Remediation
- Definition
- School/District Obligations

FERPA and Recordkeeping
- Rights of Access
- Recordkeeping Requirements

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.