

Job Description

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Job Details

Job Title Director - Title IX Policy, Training & Compliance

Job ID 17752

Location BESC

Full/Part Time Full-Time

Regular/Temporary Regular

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Position Details

This job is open until filled. Applications will be reviewed as received. Portland Public Schools reserves the right to make a hiring decision at any point during the posting period.

The Opportunity

Portland Public Schools (PPS) is actively seeking candidates to fill the talent gaps within our organization. If you have the leadership prowess and experience working in an urban educational environment with excellent communication and collaboration skills, then this is the place for you! PPS, a recognized leader in quality urban education, seeks a dynamic leader with a demonstrated record of commitment to the advocacy of equity and diversity on behalf of children to fill its Director of Title IX Policy, Training and Compliance position. As the Director of Title IX Policy, Training and Compliance, you will lead the district toward eliminating discrimination under Title IX by providing high quality professional learning and development opportunities to students, families, educators, administrators and the PPS community and assist in timely and effective investigations involving Title IX issues.

Responsibilities

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. The Portland Public Schools Director of Title IX Policy, Training and Compliance is the employee for the district with responsibility for the Title IX compliance efforts. The Director of Title IX Policy, Training and Compliance reports to the Chief of Staff and has a responsibility to coordinate the District's efforts to comply with its obligations under Title IX and the Title IX regulations; oversees all Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct as they impact students or the academic environment. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies and followed with integrity.

The Director of Title IX Policy, Training and Compliance will:

- Serve as the District's liaison to state and federal agencies regarding Title IX compliance.
- Oversee the implementation of the District's Title IX policies and procedures to make sure policies are applied consistently across the district.
- Consult with senior leadership to promote District-wide awareness and discussion of Title IX-related issues; recommend and implement any modifications of policies and procedures to prevent and eliminate gender discrimination, including sexual misconduct.
- Regularly review district and building publications to increase awareness regarding Title IX regulations and compliance.
- Ensure that the district uses effective methods to annually inform all students, parents, and employees about the district's Title IX complaint procedures.
- Disseminate, provide and/or facilitate ongoing training, consultation and technical assistance for all students and/or parents outlining their rights under Title IX with regard to sexual misconduct, reporting options, grievance procedures, applicable disciplinary code, the offices or individuals with whom students can speak confidentially, the office or individuals who can provide support services, the employees who must report incidents to the Director, and Title IX's protections against retaliation.
- Conduct prompt, thorough and impartial investigations, which include: identifying and interviewing witnesses, gathering and securing relevant documentation, analyzing the information gathered and preparing written findings and other documentation as appropriate.
- Develop, implement and document an annual evaluation of the athletic programs at each school building to ensure that the overall benefits and treatment of the boys' and girls' athletic programs are comparable, considering the following factors: accommodation of interests and abilities, coaching and tutoring, equipment and supplies, scheduling, facilities, medical services and training, publicity and awards, and travel and per diem.
- Determine whether each school site and program resources should be adopted in response, including review and revision of the District's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct is reported to occur, and increased education and prevention efforts to targeted populations.
- Receive and process, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
- Receive and process, in a timely manner, complaints from third parties who report suspicion or harassing behavior or other discriminatory behavior in violation of Title IX.
- Interview complainants, respondents, and material witnesses; obtains and reviews documents and other relevant materials from complainant and/or respondent.
- Notify complainants of his or her right to pursue remedies outside of the District's grievance process and follows-up with parties regarding implementation recommendations.
- Issue findings of fact and recommendations for disposition of complaints and notifies all parties regarding disposition.
- Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints; recommendations contained in disposition; seeks assistance from parties' supervisors or advisors, if necessary to implement recommendations.
- Advise the superintendent and members of the Board of Education regarding the status of the District's compliance with Title IX.
- Prepare annual statistical reports for the District on the incidence of sexual harassment or other Title IX matters.
- Remain abreast of current state and federal laws and regulations/trends in the field of education related to harassment and other discriminatory practices that violate Title IX.

Qualifications:

- A Bachelor's Degree from an accredited college or university in education policy, public administration or a related field.
- A minimum of five (5) years of experience in education or social services policy or public administration or the legal field.
- At minimum of three (3) years of investigatory experience is required.
- Possession of a Title IX Coordinator certificate, or willingness to complete Title IX Coordinator training upon hiring.

Preferred Qualifications

- Hold a Juris Doctorate from an American Bar Association accredited institution.

- Be skilled in examining and re-engineering operations and procedures, formulating policy.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Have knowledge of current and emerging legislation, issues, and trends as appropriate to the position.
- Demonstrated interpersonal skills, including strong facilitation and presentation skills.
- Knowledge of laws and regulations related to discrimination.
- Evidence of the ability to inspire confidence and passion in both internal and external audiences and maintain appropriate tone and demeanor in conducting witness interviews.
- Demonstrated advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
- Demonstrated ability to create and conduct trainings appropriate for varying audiences (students, parents, school staff, and district administration).

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Salary

This position is classified as Pay Grade 43 or Pay Grade 45 (with a JD), on the Non-Represented, Confidential, Professional and Management Employees salary schedule FLSA Exempt.

The Non-Represented Confidential Professional Management and Employees Salary Schedule for 260 day employees can be found here: <https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/56/Class%20Comp/Salary%20Schedules/Conf%20Prof%20Mngt%20sal%20sched%20-%20260%20day.pdf>

Benefits Information

Portland Public Schools (PPS) offers several competitive and comprehensive benefit packages to employees. Fringe benefits include medical, dental, vision, prescription, life and disability insurance, employee assistance program, 403(b) retirement savings plan and various leave and professional development programs. Depending on the insurance option selected by the employee, there may be an employee contribution toward insurance.

Portland Public Schools is a public employer and participates in the Public Employees Retirement System (PERS/OPSRP). Eligible employees are required by statute to contribute 6% of salary on a pre-tax basis to OPSRP/IAP, after serving six months under a PERS employer.

For more information please visit our Benefits site at <http://www.pps.net/Page/1635>

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