

Tri-County Area School District
Plainfield WI 54966

Job Description

JD AM 110

Updated: May 2009

Position Title: Title IX Equal Educational/Work Place Opportunity
Program Coordinator

Qualifications:

- A certified teacher, counselor or administrator who holds a license as an educator approved by the Department of Public Instruction.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

Immediate Supervisor: Building Principal, District Administrator, or School Board

Position Function:

To coordinate educational programming that demonstrates compliance to prevent, identify and remedy and form of discrimination on the basis of:

- a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- an employee's age, race, creed, color, handicap, marital status, sexual orientation, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours.

Specific Responsibilities:

1. Yearly review all district documents, policies, procedures, practices, facilities and classes for any non-compliance to Title IX equal educational opportunities.
2. Attend State and Department of Public Instruction (DPI) meetings related to Title IX matters.
3. Submit documents and forms as required by the State or DPI related to Title IX.
4. Provide an inservice to all district employees as may be needed on guidelines related to compliance to Title IX.
5. Establish and maintain lines of communication between minority groups in the community with the school staff.
6. Investigate complaints of discrimination and harassment and work with all affected parties to resolve issues and concerns related to discrimination and harassment.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Principal, District Administrator, or Board of Education.