

JOB DESCRIPTION

Position Title: Director of Compliance/Title IX Coordinator

Department: Administrative Services

Employment Category: Administrative Staff

Primary Location: District-wide
Sierra Vista Campus

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS19

JOB SUMMARY: The Director of Compliance/Title IX Coordinator is responsible for ensuring compliance through the implementation and monitoring of federal and state mandated initiatives, including but not limited to Titles VII, Title IX, and related laws and regulations, and for overseeing the development and management of college policies.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

DUTIES AND RESPONSIBILITIES: Within the scope of college policies and procedures, this position:

Interprets and monitors federal/state laws and regulations to develop and implement policies, procedures, and forms to achieve compliance with the state and federal regulations, working with department managers to ensure compliance and maintaining a compliance matrix and repository of compliance resources

Ensures policies and processes are in place to provide for prompt and equitable resolution of complaints and inquiries relating to Title VII, Title IX, EEO, and related regulations using project management skills and best practices

Serves as the college's Title IX Coordinator, supporting related compliance initiatives, investigations and reporting, coordinating training needs with Human Resources in all areas of compliance, working with Title IX Deputy Coordinators, Investigators and facilitating regular meetings and training of the college's Title IX Team

Designs, develops, and presents compliance training as needed and participates in the review and selection of training materials, and oversees the college's Title IX web pages and related resources

Communicates and collaborates with senior administration on relevant complaints, advising of best practices and/or proposed actions relating to employment or related assignments

Develops and maintains internal metrics and/or reports to keep senior administration informed on a regular basis and prepares an annual board report related to compliance with regulations

Maintains appropriate certifications and subject matter expertise regarding Title VII, Title IX, and related laws and regulations

Manages the college policy development and revision process, ensuring policies are up to date in the college's policy system

Performs other related duties as assigned

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GENERAL EXPECTATIONS: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

REQUIRED MINIMUM QUALIFICATIONS:

Master's degree in public administration or related discipline from an accredited institution of higher learning recognized by the US Department of Education, Juris Doctor degree preferred

Five years' managing Title IX compliance or other related experience, preferably in a higher education setting

Title IX Coordinator and/or Title IX Investigator certification preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Commitment to the community college mission

High level of personal integrity and professionalism

Knowledge of and ability to follow college policies and procedures

Knowledge of Title VII, Title IX, and related regulations, processes, and related compliance requirements in a postsecondary environment

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in strategic planning and developing program goals and objectives

Skill in analyzing and problem solving

Skill in establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to treat all parties engaged in the complaint process with sensitivity and neutrality

Ability to manage sensitive situations with professionalism and compassion, while maintaining credibility

Ability to diffuse and manage situations involving intense conflict

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to maintain confidentiality and professional relationships in dealing with sensitive, complex civil rights, legal, and human resources issues

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

WORK ENVIRONMENT: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

PHYSICAL REQUIREMENTS:

Essential functions of this position require: lifting, manual dexterity, (may include fine motor skills dependent upon position) ability to communicate.

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Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

REPORTABILITY:

Primary: Vice President for Administration

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.