



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 100 Central Office Administration
TITLE: 005 Coordinator of Title IX

TITLE:	Coordinator of Title IX
QUALIFICATIONS	Superintendent of Schools
REPORTS TO / EVALUATED BY:	Board of Education
SUPERVISES:	N/A
TERM OF POSITION:	N/A
SALARY:	N/A
VACATION:	N/A
CONTRACT:	N/A
JOB GOAL:	The goal of the Coordinator of Title IX is to ensure that the school district is in compliance with all Title IX guidelines.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Coordinator of Title IX will be responsible for developing a systematic procedure for monitoring Title IX compliance.* The Coordinator of Title IX will be responsible for developing a grievance procedure for use by students and staff, providing information about the availability and use of the grievance procedure, and maintain a record of all grievance problems and solutions.* The Coordinator of Title IX will disseminate information about student rights in relation to Title IX.* The Coordinator of Title IX will be responsible for ascertaining that an annual notice of the Title IX coordinator's name, address, and phone number is placed in school catalogs, handbooks, etc.* The Coordinator of Title IX will be responsible for evaluating present treatment of the practices relating to pregnant students to determine compliance with Title IX regulations.* The Coordinator of Title IX will be responsible for developing procedures and policies regarding the prevention of sexual and racial harassment, including inservice training for personnel, a system for reporting, and investigative procedures.* The Coordinator of Title IX will provide ongoing reviews of district bulletins, catalogs, board policies, counseling procedures, yearbooks, and administrative regulations and practices related to Title IX compliance.* The Coordinator of Title IX will review student-sponsored organizations and suggest criteria for Title IX compliance.* The Coordinator of Title IX will become familiar with resources/information for assistance with LEA self-evaluations and remediation available from the Office of Civil Rights.* The Coordinator of Title IX will assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.