

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: TITLE IX AND GENDER EQUITY COORDINATOR

SALARY TABLE: 30

SALARY RANGE: 154

BASIC FUNCTION

Under the direction of the Vice President of Human Resources, the Title IX and Gender Equity Coordinator (“Coordinator”) is responsible for providing leadership and ensuring District compliance with all requirements under Title IX of the Educational Amendments Act of 1972. Assigned responsibilities include investigations, reports, and responses to complaints relating to Title IX complaint resolution and implementation of interim and remedial measures. The Coordinator is also responsible for creating, directing, and implementing appropriate policies and procedures, and training programs for students, faculty and staff related to Title IX compliance.

EXAMPLES OF DUTIES

1. Manage oversight of the District's efforts to comply with legal and regulatory obligations in support of the District's mission, vision and policies as they relate to Title IX; develop, recommend, and ensure Title IX compliance and training programs and strategies which meet federal and State mandates;
2. Conduct prompt, equitable and impartial administrative investigations into complaints of sexual misconduct, sexual harassment, gender-related violence, stalking, intimate partner violence, gender discrimination, and related retaliation; identify and interview parties and witnesses; gather and assess information and evidence relevant to the investigation; apply relevant laws and policies; and make findings of fact in individual cases.
3. Exercise sound judgment and conflict resolution skills while engaging the parties in the informal resolution process of complaints pertaining to nonviolent gender related discrimination and/or harassment, where appropriate and desired by the parties. Maintain regular communication with parties to provide them with clear information about the investigatory process and provide resources and support systems available to them.
4. Provide ongoing updates to the Vice President, Human Resources, Superintendent/President and the Executive Vice President regarding the status of individual cases; continuously identify and integrate best practices in the Title IX investigation arena into the campus knowledge base and practice.
5. Collaborate with on and off-campus resources, other District investigators, law enforcement, and survivor services to ensure that the District’s processes, responses and policies are consistent with state and federal laws and regulations.
6. Monitor and coordinate regulatory compliance with local, state and federal laws and regulations, including but not limited to: Title IX, the Jeanne Clery Act (“Clery Act”), and the Violence Against Women Act (“VAWA”).

7. Develop appropriate policies and procedures for compliance under Title IX, VAWA and the Clery Act. Effectively communicate with key stakeholders of the District and local law enforcement entities to ensure the needs and concerns of the District are addressed.
8. Objectively and effectively, conduct investigations of allegations and complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to sex and gender; prepare reports, and make findings and recommendations related to law and legal precedence; ensure investigations are timely, impartial and thorough.
9. Make recommendations and coordinate appropriate interim and remedial measures. Develop resolution for complex harassment and discrimination cases. Provide advice to individuals, including the Reporting Party, Accused Party, or a third party, about reporting options, processes, rights and resources available at the District and in the community.
10. Maintain and oversee the case management database to organize, manage and track incidents. Prepare statistical reports. Track cases, data and trends to identify patterns and make recommendations accordingly and address any patterns or systemic problems revealed by such reports and complaints.
11. Provide information, advice, interpretation and training to District administrators, employees, students and employment applicants on federal and State laws and District policy and procedures related to unlawful discrimination; publish and disseminate to students, faculty and staff the available resources and Title IX rights and responsibilities. Lead and coordinate all Title IX training efforts, including reporting procedures, educational materials, training for administrators, students, employees and employment applicants.
12. Advise and collaborate with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges and concerns pertaining to discrimination, harassment and Title IX compliance. Work with the appropriate college departments to identify specific training needs including training for security personnel and other first responders. Ensure notices announcing the availability related safety reports and information are properly developed and available to current and prospective students and employees. Produce regulatory reports and present outcomes to institutional leadership.
13. Collaborate with members of the District community to conduct training, prevention and education efforts and periodic review of climate and culture; ensure compliance, in conjunction with the college police department and other District personnel, with requirements under the Clery Act and VAWA.
14. Remain knowledgeable of current state and federal laws, regulations and trends in the field of higher education related to sexual harassment, sexual violence and other discriminatory practices, including but not limited to: Title IX, the Clery Act and VAWA.
15. Actively foster and maintain a climate that is supportive and respectful to students, staff, and the public.
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge:

- Applicable and pertinent areas of the government regulations that pertain to students, faculty and college staff, with respect to Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA, and other anti-discrimination laws and regulations.

- Complaint and conflict investigation and resolution.
- Compliance requirements of the Clery Act and Title IX.
- Human Resources management principles, practices and standards, as applied to public institutions.
- Principles & practices of administration, supervision and training.
- Disciplinary procedures for employees and students.
- Analyzing, understanding and resolving complex issues objectively and expeditiously.
- Computer applications, word processing, and presentation programs.
- Data analysis.
- Record-keeping techniques.
- Community college or related public agency organizational structure, policies and procedures.
- Theories, principles, practices, and procedures associated with human resources management in higher education or related public service.
- Modern office practices, procedures and equipment.

Ability to:

- Conduct trauma-informed investigations and understand effects of sexual assaults, harassment, and domestic/dating violence.
- Interpret and apply provisions of state and federal laws as related to the responsibilities of the position. Investigate complaints relative to assigned program areas, and make findings. Maintain records and prepare reports. Meet schedules and timelines.
- Demonstrate cultural competency and sensitivity to diversity including academic, socioeconomic, culture, abilities, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.
- Handle sensitive information with discretion and respect
- Engage and facilitate conflict resolution.
- Develop and implement training and prevention.
- Develop, implement and oversee programs and procedure.
- Advocate for shared governance, collegiality, staff cohesiveness and the core values of the institution.
- Communicate effectively orally and in writing.
- Demonstrate effective public speaking strategies.
- Establish and maintain effective working relationships with others.
- Accept change and new methods in the assigned area of responsibility.
- Demonstrate organizational problem solving.
- Produce regulatory reports and present outcomes to institutional leadership.
- Demonstrate effective and efficient project management and leadership.
- Work cooperatively and productively with internal and external constituencies.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business administration, personnel management, labor relations, Human Resources or related field and at least three years' experience in complaint resolution and investigation of gender discrimination and sexual violence complaints and overseeing institutional compliance with anti-discrimination laws and regulations, including: Title IX, VAWA and the Clery Act.

Desirable Qualifications:

Master's degree or Juris Doctorate and at least five years of professional-level experience in mediation and complaint resolution, including significant experience in handling various types of investigations related to sexual harassment, discrimination, and/or Title IX violations

License:

Valid California driver's license.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

May require travel from site to site and outside of the District. Work is performed primarily in a standard office setting. The noise level in the work environment is usually mild.

PHYSICAL DEMANDS:

- Sufficient physical ability and mobility to work in an office setting;
- Sit for prolonged periods of time;
- Occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist;
- Lift, carry, push, and/or pull light to moderate amounts of weight;
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- Hear in the normal audio range with or without correction.
- See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; operate assigned equipment and to observe and assess the demeanor of others.

CONTACTS:

Regular interaction with the College community, including the Title IX Team, faculty, staff, and student, other colleges, community agencies, and members of the public.