

**TITLE IX COMPLIANCE OFFICER***Job Description*

Title IX Compliance Officer(s) are appointed annually at the organization meeting by the Board of Education upon recommendation of the Superintendent of Schools. The Title IX Compliance Officer(s) are responsible directly to the Superintendent of Schools.

Specific duties of the Title IX Compliance Officer(s) include:

1. Conducts an annual district-wide self evaluation of compliance with Title IX in areas of employment practices and policies, course offerings, student access to courses and extra-curricular activities.
2. Identifies and assists in developing corrective action for any areas in which the self-evaluation shows violations or exceptions to Title IX regulations.
3. Maintains records of the annual self-evaluation and any supportive data or documentation.
4. Works with the Superintendent of Schools and other appropriate staff members in investigation, review and resolution of any of Title IX.
5. Keeps records as each alleged violation and the results of subsequent investigations and/or corrective action.
6. Reviews annually district publications and other material to determine compliance with Title IX regulations.
7. Advises and speaks before faculty, citizen and parent groups or the Board to explain efforts and activities conducted as part of the Title IX compliance process.
8. Serves as a general resource for faculty and staff concerning Title IX and its relationship to the curriculum.