

## Core Responsibilities of Title IX Coordinator

Once a Title IX Coordinator has been officially appointed by the local agency governing board, they are responsible for carrying out a program to assure the agency's compliance with federal and state Laws. The following list is intended to assist agencies to identify the roles and tasks that should be completed by their Title IX coordinator toward this end.

A local Title IX Coordinator should:

- Develop a working knowledge of the federal Title IX (of the Education Amendments of 1972) law and its implementation regulations. Have a copy of Title IX readily available and understand the requirements and the intent of the law.
- Keep informed of current research and legal and judicial decisions related to Title IX and gender equity.
- Be informed about state laws, regulations, and policies on all equity issues, including bullying and harassment and child abuse laws.
- Be knowledgeable of federal and state laws (e.g. ADA, Section 504, IDEA) prohibiting discrimination against all protected classes (including race, national origin, religion, disability, and sexual orientation) and assist whenever possible.
- Be sure female and male students participating in work-based learning programs are guaranteed equal treatment by their employers. Make sure all documentation includes non-discrimination statements and that employers' statements of assurance are included in agreements and forms.
- Coordinate with other staff and document an internal self-evaluation of practices and policies with respect to treatment of female and male students, **if** this responsibility was never completed. If the evaluation was completed by a previous Title IX coordinator, check if the evaluation's remedies for eliminating segregation and discrimination were carried out.
- Provide program development, including in-service training/professional development, to eliminate sex discrimination within the district. Consider conducting a school-wide in-service or assembly on sexual harassment. Courses, activities, or programs that demonstrate continued gender-segregated or underrepresentation of a single gender should prompt the planning of special ongoing activities for lessening student gender-role stereotypes.
- Attend state and national conferences specifically for Title IX coordinators and/or on gender equity issues and share the information with local administrators, staff, and faculty.
- Provide updated resources on Title IX and gender equity to personnel within the local agency.
- Keep all relevant records to document Title IX activities and investigations.

## **Additional Activities to Consider**

- Develop a committee with representation from diverse functions of the agency to assist in meeting Title IX obligations.
- Arranging to have a Title IX/Equity coordinator in each school building to enable better monitoring of Title IX in individual schools, leaving the District Title IX Coordinator to take care of the district as a whole.
- Participate in the development and implementation of the agency's sexual harassment policy. Be aware of new needs which may dictate changes or revisions in existing policies or practices. For example, since sexual harassment is a violation of Title IX, the school district's list of disciplinary infractions should include prohibition of sexual harassment.
- Assist faculty, counselors, and administrators in complying with Title IX, and when a need arises, plan proactive or remedial actions. For example, if females are under-represented in advanced mathematics, science, or computer programming courses, ask the faculty to plan for several workshops, student tutorial services, or other ways to increase enrollment of females in these advanced courses.
- Make the Title IX Coordinator known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social, or professional organization meetings, and other community functions; and by providing contact and other information on the institution's website.
- Serve as a resource to the local superintendent on Title IX/gender issues and submit annual reports on Title IX compliance activities to the district superintendent.
- Monitor and evaluate the district's Title IX compliance efforts, and make recommendations for any appropriate changes.
- Provide updated information to schools on Title IX implementation and issues.
- Maintain contact with the state education agency Title IX coordinator and with the federal regional equity assistance center.
- Identify and disseminate information about Title IX educational resources (organizations, individuals, print, Internet, and audio-visual).
- Increase personal knowledge of Title IX requirements and implementation through self-study, professional development, accessing web resources, etc.

\*Adapted from the US Department of Education/Office for Civil Rights, Title IX Grievance Procedures, Dear Colleague letter, Title IX Regulations Section of Title IX Coordinator. Additional resources include USDOE/ORC/Boston Regional Office, North Carolina State Board of Education, the New Hampshire Department of Education, the Connecticut State Department of Education and the Equity Assistance Center/NYU at Rutgers University, and the Maryland State Department of Education.