

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **TITLE IX COMPLIANCE OFFICER**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor or Principal Certificate/eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Twelve month position

**REPORTS TO:** Superintendent

**JOB GOAL:**

To ensure district compliance in the areas of Title IX and Section 504. The Title IX Compliance Officer will be directly responsible for all required district training in the affected areas, investigations regarding complaints as well as program development.

**ESSENTIAL JOB FUNCTIONS:**

1. Organize and maintain files that contain written records of all actions and procedures as required by law. All reports and records required to be kept will be retained based on state/federal guidelines.
2. Prepare and certify all reports associated with Title IX.
3. Ensure proper notifications are displayed as per requirements.
4. Monitor operation of the Title IX program. Make recommendations to the Superintendent those steps which should be taken to improve diversity and a harassment free program.
5. Keep up to date on OCR developments, modifications, legal requirements, regulations and trends in the field of education.
6. Keep appropriate records with regard to the Boards hiring, promotion, transfers and in-service practices.
7. Act as a liaison with bargaining units with regards to Title IX related matters.

8. Be available for consultations with employees.
9. Serve as district liaison with all federal, state and local compliance or investigations.
10. Review job titles and job descriptions in order to determine whether they correlate with job requirements and to assure that requirements of training, experience, certification, licensing, and/or skills do not unnecessarily impede or bar the utilization of qualified applicants and employees.
11. Periodically examine recruiting methods.
12. Provide required in-service trainings.
13. Oversee compliance of facilities.
14. Oversee compliance of student record retention.
15. Conduct investigations of alleged discrimination and harassment complaints.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 10/2/17

2<sup>nd</sup> Reading: 10/16/17