

**Mt. Diablo Unified School District**  
**Civil Rights Officer & Title IX Coordinator**

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**SUMMARY DEFINITION**

Primary responsibility for managing the investigations of complaints under the District's Title IX, non-discrimination, uniform complaint and Williams policies as well as personnel investigations involving allegations of serious misconduct; Ensuring the effectiveness and consistency of investigations across school sites including overseeing site point persons to provide a safe, non-discriminatory, and harassment-free learning and working environment for all members of the District community; Responsible for the development and implementation of a comprehensive program for monitoring of and compliance with laws, policies, procedures, and practices relating to discrimination, harassment, retaliation, and bullying prevention; Undertake education and prevention work by leading District-wide outreach, training, and education for students, staff, and families to support a culture of respect that is free from all forms of discrimination, harassment, and retaliation; Bring a trauma-informed philosophy and approach to dealing with and responding to complaints.

**DIRECTLY RESPONSIBLE TO:** General Counsel

**EXAMPLES OF DUTIES (to include, but not limited to):**

**E: Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the core job functions).

1. Manage the day-to-day duties associated with the District's Title IX, Uniform Complaint Procedure (UCP), and Williams UCP compliance obligations. **E**
2. Ensure the effectiveness and consistency of all Title IX, UCP and Williams investigations across school sites. **E**
3. Oversee Title IX point persons at school sites in investigating and resolving matters. **E**
4. Investigate bullying complaints as per the Uniform Complaint Procedure. **E**
5. Develop and implement a comprehensive program for monitoring of and compliance with laws, policies, procedures, and practices relating to discrimination, harassment, retaliation, and bullying prevention. **E**
6. Undertake education and prevention work by leading District-wide outreach, training, and education for students, staff, and families to support a culture of respect that is free from all forms of discrimination, harassment, and retaliation. **E**
7. Develop and disseminate educational materials and in-service training tailored to students and staff.

8. Meet regularly with and train school administrators to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment. **E**
9. Create and track the investigation and resolution of reports of discrimination, harassment, retaliation and/or bullying at school sites. **E**
10. Conduct, direct, and manage investigations of all student complaints of discrimination, harassment, and/or retaliation. **E**
11. Regularly review, and update as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices.
12. Lead and create the District's responses to applicable federal and state agencies on regulatory matters and appeals of District decisions, including the U.S. Department of Education, California Department of Education, and Office for Civil Rights.
13. Create, develop, and monitor student supportive measures at schools to ensure students are able to pursue education in a non-discriminatory and harassment-free environment.
14. Continuously examine and identify patterns of discrimination and/or harassment, report such patterns to General Counsel, and develop measures to address them.
15. Prepare annual statistical report on the number, nature, and disposition of complaints.
16. Identify patterns and make recommendations relating to discrimination and harassment.
17. Inform General Counsel of Title IX and other concerns and issues as they develop. **E**
18. Provide regular reports to the District's Board of Education.
19. Represent the District on various committees and before special interest groups, citizen groups, and other public meetings.
20. Perform other duties as assigned by General Counsel.

**DESIRED JOB RESPONSIBILITIES:**

- Ability to draft detailed, high-quality documentation that summarizes findings, makes credibility assessments and issues recommendations for remedial and/or disciplinary action, when appropriate
- Ability to manage multiple cases and competing priorities simultaneously
- Strong computer skills including proficiency in G Suite and Microsoft Office Suite
- Ability to exercise critical thinking to discover certain patterns of information and make abstract connections between seemingly unrelated data
- Ability to explain complex laws, regulations, and policies to various stakeholder groups
- Knowledge of MDUSD public schools and/or public schools
- Experience conducting investigations into allegations of employee misconduct and/or uniform complaints
- Training in trauma informed investigation strategies to respond to complaints in a victim centered, trauma informed manner.

- Experience communicating in writing and verbally to large groups and a variety of audiences (e.g., large groups, staff meetings, executive briefings, public board meetings, memos)

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree required
- Master's Degree in related field preferred
- Juris doctorate or equivalent from an accredited law school preferred
- Extensive experience investigating and resolving complaints of discrimination and harassment
- An equivalent combination of education and experience in relevant fields will be considered
- A minimum of five years of successful experience in PK-12 public education or regulatory compliance is strongly preferred

**KNOWLEDGE OF:**

- Depth of knowledge and ability to interpret laws and legal guidance related to Title IX, the Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, relevant portions of the California Education Code and other federal and state laws and regulations pertaining to civil rights and/or persons with disabilities
- Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with employees, students, and community/government agencies
- Excellent written and verbal communication skills; strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies
- Knowledge of matters relevant to investigating civil rights complaints
- Demonstrated leadership, organizational, planning, and management skills and the ability to prioritize multiple projects
- Demonstrated experience with and commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment
- Knowledge of assessment practices involving evaluation of outcomes-based measures and climate surveys
- Strong analytical and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data
- Deep sensitivity to and thorough understanding of the impact of trauma on individuals who have experienced harassment and/or discrimination

**ABILITY TO:**

- Ability to exercise a high level of discretion and manage confidential and sensitive information
- Ability to act independently, take initiative, and exercise sound judgment

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and proof of insurance are required
- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

**WORKING ENVIRONMENT:**

- Office environment, driving a vehicle to conduct work
- With or without accommodation, the ability to see and hear to conduct work and speak to exchange information
- The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files
- Reading, writing, operating computer keyboard

**PHYSICAL ABILITIES:**

- Hear and speak to make presentations and exchange information in person and on the telephone
- Communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper
- See to read, prepare documents and reports and to observe other personnel
- Sit or stand for extended periods of time
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations
- Hear and understand speech at normal levels
- Kneel, bend at the waist, reach overhead, above the shoulders, and horizontally;
- Lift objects weighing up to 25 pounds

BOARD APPROVED: June 26, 2024

DMA Range 41, 261 days