

Title IX Coordinator Responsibilities and Duties

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Colcord Public School's Title IX Coordinator is the designated agent of the school with primary responsibility for coordinating school Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of school policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the school community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the School's Title IX compliance.

Colcord Public School's Title IX Coordinator is:

Bud Simmons, Superintendent

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Duties and responsibilities related to the coordination of the School's Title IX compliance efforts include, but are not limited to:

1) Notification and Education --

-prepare and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the school community of Title IX rights and responsibilities, to the school community

-coordinate training for students about their rights under Title IX and grievance procedures

-coordinate in-service training to all employees concerning Title IX policy

2) Consultation, Investigation, and Disposition –

-receive and process, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX

-receive and process, in a timely manner, inquiries from third parties who report

suspicion of harassing behavior or other discriminatory behavior" in violation of Title IX

-if not appropriate for investigation, refer inquiries to other resources (e.g. Counselor or Human Resource Coordinator)

-receive and process, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX

-receive and process, in a timely manner, complaints from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX

-notify complainants of receipt of the complaint

-notify respondents that complaint has been made

-notify supervisor(s) of respondent that complaint has been made

- investigate alleged discrimination and/or harassment

– interview complainants, respondents, and material witnesses

- obtain and review documents and other relevant materials from complainant and/or respondent

– issue findings of fact and recommendations for disposition of complaints

– notify all parties regarding disposition

– notify complainants of his or her right to pursue remedies outside of the school grievance process

-follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties' supervisors, if necessary to implement recommendations

– monitor compliance of all requirements and time-lines specified in the complaint/grievance procedures

3) School Monitoring and Compliance Assurance

– train staff responsible for implementing grievance procedures

- coordinate and monitor Title IX efforts of other delegates and school offices that receive and/or investigate complaints, including but not limited to Human Resources, Colcord Police Department, School Counselor, and Administrators.

– organize and maintain grievance files, disposition reports, and other compiled records regarding

complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.

- remain knowledgeable of current state and federal law and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.

- maintain professional qualification through ongoing training and professional development from accredited training programs

- monitor School Harassment policy and procedures to ensure compliance with state and federal law and regulations

- serve as a liaison officer to state and federal government compliance or investigation officers

- provide ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the Board of Education.

- Title IX Coordinator may request hiring of outside qualified persons to investigate harassment and discrimination cases in the event of a conflict of interest. Academic and administrative units shall cooperate with Title IX Coordinator to obtain access to information necessary to investigate and enforce compliance requirements.