

CLASSIFICATION SPECIFICATION

Director of Civil Rights & Title IX Compliance

FT/PT Class Code: 3150, 3650

Pay Grade: B/C 26

FLSA: Exempt

Est. 12/6/21

SUMMARY STATEMENT: The incumbent in this class specification reports directly to President of the College, and serves as a member of president's council. The incumbent is responsible for leadership and management of the College's Title IX and civil rights process and policies, including management of complaints involving discrimination and/or sexual misconduct. The incumbent is also responsible for leadership and management of the College's processes and policies as they relate to the American with Disabilities and 504 Rehabilitation Act, and serves as the ADA (American with Disabilities Act) Coordinator. Other duties include supervision of staff which include Title IX investigators, advisors and administrative support, management of annual reporting required for federal and state government, and employee and student training. The incumbent will also work closely with the College's human resources, student affairs, public safety and legal affairs divisions.

NATURE AND SCOPE:

An incumbent in this class is responsible for leadership, management, and coordination of the institution's compliance with federal and state discrimination, sexual harassment, and ADA laws through the Title IX, civil rights and ADA processes. Responsibilities include the overall management of sexual misconduct and discrimination claims, acting as a mediator in an informal resolution process between parties of a Title IX or discrimination complaint, determining and providing appropriate supportive and protective measures for all parties consistent with federal and state laws and college policies, ensuring implementation and enforcement of such measures, creating and facilitating training and educational programs regarding discrimination, ADA and sexual misconduct policies. An incumbent is also responsible for remaining current on relevant federal and state laws, and other information pertaining to said laws, providing advice and guidance to leadership, administration and employees and students of the College to ensure compliance and consistent application of said laws, developing College policies and procedures in accordance with said laws, and organizing and drafting the College's response to federal and state reporting requirements regarding Title IX and civil rights statistics and cases.

An incumbent identifies and addresses any systemic inconsistencies within the College and works with all divisions and departments to ensure Title IX, Civil Rights, and ADA policies are communicated to all constituencies. Typical contacts include leadership, General Counsel, senior executive and management staff, employees, and students of the college, including but not limited to, the divisions of human resources, academic affairs, public safety, Title IX and ADA coordinators from other institutions of higher education, and private attorneys.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees and ensures the College's compliance with all federal and state laws and regulations relating to sexual misconduct, discrimination, and persons with disabilities.
2. Provides leadership, guidance, interpretation and advice on adherence to Title IX, Civil Rights and ADA laws, regulations, policies, and initiatives.
3. Oversees, coordinates and develops training, consistent with best practices, for employees and students regarding Title IX, civil rights, ADA and other related areas.
4. Coordinates the timely management of sexual misconduct and discrimination complaints.
5. Is responsible for the direct supervision and management of employees and other persons supporting the College's Title IX, Civil Rights and ADA processes, including but not limited to investigators, advisors, hearing officers and administrative staff.
6. Manages the federal and state annual reporting requirements of cases and other statistics related to Title IX and Civil Rights.
7. Ensures protective measures are implemented and enforced by working closely with the College's Care Team/Threat Assessment Coordinators, Public Safety, Student Affairs and Human Resources.
8. Provides guidance, assistance and direction to Student Affairs and Human Resources to ensure that disciplinary actions are appropriately assessed and enforced upon a finding of responsibility on the part of the respondent in a Title IX or discrimination complaint.
9. Works closely with Public Safety and local law enforcement in handling reports and complaints of sexual violence and other related misconduct.
10. Serves on the Collegewide Clery Committee, the Collegewide ADA Committee, the State-wide Title IX Coordinators Committee and other committees as appropriate.
11. Performs other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of federal and state laws and regulations that govern sexual misconduct and discrimination, including, but not limited to, Title IX, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Delaware Discrimination in Employment Act and the Delaware Sexual Assault Policy for Institutions of Higher Education.
- ◇ Knowledge of College policies that govern Title IX, discrimination, and disability rights.
- ◇ Knowledge of Human Resources and Student Conduct policies as it relates to Title IX and civil rights.
- ◇ Knowledge of best practices regarding the timely management, investigation and record retention of documents as they relate to sexual misconduct and discrimination claims.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.
- ◇ Ability to exercise independent judgment and discretion in evaluating situations and making decisions.
- ◇ Ability to remain neutral.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to manage a diverse group of employees.
- ◇ Ability to deescalate and manage emotional situations.
- ◇ Ability to mediate complaints of discrimination and sexual misconduct

Minimum Qualifications:

- ◇ Master's degree in a related field (Juris Doctorate preferred)
- ◇ Five (5) years of relevant legal experience involving the management of sexual misconduct and discrimination claims.