



Example of Title Coordinator Job Description

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Our innovative and growing company is looking to fill the role of title coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for title coordinator

- Participates in the development and implementation of Title IX policies, procedures, and guidelines to drive consistency across the organization
- Manages efforts to develop standardized Title IX incident management practices to help ensure compliance with Title IX requirements
- Develops and delivers Title IX training and communications across the organization, including colleagues, students and third parties
- Collaborates closely with institutional management to ensure program is adopted and implemented consistently across the organization
- Collaborates with various stakeholders, including Legal, Human Resources, and Regulatory Affairs to ensure the Title IX programs align with other organization-wide compliance activities
- Provides guidance and advice across the organization with regard to the Title IX program
- Reviewing, investigating, and monitoring the resolution of reports of sex discrimination and/or harassment (including sexual violence), stalking and relationship violence
- Organize and maintain grievance files, disposition reports, and other records regarding compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring
- Assist in external complaint processes, , Equal Employment Opportunity Commission, Office for Civil Rights, Department of Fair Employment and

- Provide oversight, training, and leadership for all Title IX and Clery Act initiatives and maintain accurate records of all compliance efforts

Qualifications for title coordinator

- Minimum of 2 years of related work experience in Education
- Ability to establish and maintain effective working relationships with all levels of management, both internal and external to the department
- Ability to adjust eye to bring an object into focus
- Ability to travel to school throughout the District
- Ability to lift and carry up to 25 pounds, stoop, kneel, stand, walk, drive and/or be mobile
- Knowledge of and ability to interpret federal and state laws regarding discrimination, harassment and retaliation