

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Civil Rights Compliance Coordinator

Classification: Administrative assignment

Reports to: Superintendent

PURPOSE STATEMENT

The Civil Rights Compliance Coordinator is responsible to coordinate and monitor the district's compliance with state nondiscrimination laws and to investigate complaints alleging discrimination on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and use of a trained dog guide or service animal by a person with a disability. The major responsibility is to prevent discrimination and discriminatory harassment of students, employees, and others with protected status.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

OSPI Reporting

- Serve as the district's liaison to OSPI's Equity and Civil Rights Office and OCR
- Ensure that the district submits all required reports regarding civil rights compliance.
- Update compliance coordinator contact information with OSPI's Equity and Civil Rights Office, as needed.

District Policies and Procedures

- Facilitate the implementation of the district's policies and procedures related to discrimination and discriminatory harassment, and ensure that they are applied consistently across the district and at each school building.
- Coordinate revisions to district policies and procedures, as necessary, to ensure that they are up-to-date and consistent with current requirements under state and federal civil rights laws.

Notices

- Regularly review district and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and name (or title), phone number, and address of the district's Section 504 Coordinator, Title IX Coordinator, and Civil Rights Compliance Coordinator.
- Use effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedure such as staff and student handbooks.
- Have copies of the complaint procedure and any related forms available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment.

Training and Consultation

- Provide ongoing support and training to administrators and district and building level staff about civil rights requirements, staff responsibilities, complaint procedures, and related district policies and procedures.
- Disseminate information and coordinate training for students and/or parents about their rights under civil rights laws, including discriminatory harassment and the district's complaint procedures.
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding discrimination, discriminatory harassment, and other inquiries regarding civil rights.
- Serve as a resource for administrators and district level staff about civil rights issues.

Complaints and Investigation

- Respond to students, parents, staff, administrators, and others who report suspicion of civil rights violations, discrimination, or discriminatory harassment. The coordinator will investigate these concerns, institute corrective actions where appropriate, inform the individual about the district's complaint procedures and assist individuals with the complaint process if needed.
- Implement the district's discrimination complaint procedure, receive and process discrimination complaints, and oversee the process to assure that timelines are met. Coordinate with the district's Title IX Coordinator and Section 504 Coordinator when investigating and responding to complaints and concerns regarding discrimination on the basis of sex or disability.
- Conduct and/or coordinate investigations of discrimination complaints in accordance with the district's discrimination complaint procedures.
- Upon completion of the investigation, provide the superintendent with a written report of the complaint and results of the investigation providing ample time for the superintendent to respond to the complainant within 30 days of the original complaint.
- Organize and maintain records of all complaints filed regarding civil rights, discrimination, and discriminatory harassment, including all formal and informal complaints.
- At least annually, review the complaint files to ensure that the district's complaint procedures and timelines are consistently being followed and to identify any patterns or repeat offenders.

Textbooks and Instructional Materials

- Participate in the development and implementation of the school district's instructional material policy and bias review criteria as it relates to civil rights compliance.
- Work with the Assistant Superintendent of Teaching and Learning to ensure that the district evaluates all textbooks and instructional materials for bias, update bias review criteria when needed, and participate on the instructional materials committee as appropriate.

Reviewing Systemic Barriers

- Participate in the development and implementation of the school district's process to routinely review disaggregated student discipline data and course and program

- enrollment data to identify and address potential disparities and systemic barriers based on sex, race, ELL status, and disability.
- Continually monitor school programs, activities, and services to ensure that all students are given an equal opportunity to participate without discrimination based on a protected class.
 - Evaluate employment criteria, recruitment, compensation, job classification, benefits, and advertising to ensure that they are not discriminatory.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Strong oral and written communication skills and strong active listening skills.
- Knowledge of current civil rights laws, regulations, and guidelines, related to public schools.
- Knowledge of and familiarity with resources and information available from the Office of Civil Rights (OCR) and OSPI's Equity and Civil Rights Office and request technical assistance when needed.
- Ability to attend training for civil rights compliance coordinators and/or on civil rights issues and share information with district administrators and staff.
- Ability to communicate effectively with a wide variety of people

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment; regularly required to focus on a computer screen for prolonged periods; may be necessary to interact with difficult or distraught individuals and assist in solving complex problems.

Experience

- The individual should be sufficiently knowledgeable about the requirements under civil rights laws, regulations and guidance in order to advise the district about its policies, procedures, and practices.
- Experience investigating complaints

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Appropriate and on-going training to support effective function in the position

Certificates

FLSA Status:
Exempt

Salary Range:

Classification History
Job Description Developed: 11/13/13
Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.