



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Director I, Title IX & Student Protections	Last Revised/Approved: 9/2024
Job Code:	Reports To: Michael Harris
Office: School Administration	Department: Chief of School Administration

Compensation Information	
Pay Grade: 14A	Pay Range: \$109,947 – 158,783
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

The Director I of Title IX and Student Protections is responsible for coordinating Milwaukee Public Schools compliance with Title IX of the 1972 Educational Amendments Act, Title VI, Title IV, and other related discrimination laws, as well as serving as the District's primary administrator for resolving complaints alleging misconduct, including sexual misconduct, gender-based discrimination, harassment, domestic violence, and stalking for students, faculty, and staff.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Supervises and coordinates Milwaukee Public Schools efforts to comply with Title IX of the Education Amendments Act of 1972. This includes the district's response to all complaints involving sexual misconduct, harassment, and discrimination, collaborating with district Employee Relations on complaints involving employees, monitoring investigations, reporting findings, identifying and addressing any patterns, and assessing impacts on the school culture.
- Supervises, directs, and evaluates employees in the Department of Title IX and Student Protections.
- Serves as a Title IX, Title VI, and Title IV subject matter expert to district administrators, school administrators, staff, and students on Title IX regulations, policies, procedures, and matters related to civil rights enforcement, gender equity, sexual harassment, sexual violence, and complaint resolution.
- Collaborates districtwide to develop and implement Title IX goals, objectives, and priorities; actively promotes the department's services, assists in determining budget needs and reviews, revises, recommends, and administers relevant policies and procedures.
- Receives, processes, and responds to inquiries and complaints from staff, students, and third parties in a timely and equitable manner. These complaints may include, but are not limited to, issues involving sexual misconduct, sexual or gender-based harassment or discrimination, stalking, dating violence, domestic violence, bullying, sexual assault, and gender identity. Collaborates with Employee Relations on employee-related matters.
- Supervises Title IX compliance within Milwaukee Public Schools athletics department, working closely with key personnel to ensure equity in athletic participation and other benefits such as scheduling, travel, tutoring, and coaching.
- Manages and maintains a database to organize and track incidents, retaining investigatory files, Title IX grievance files, disposition reports, and other records related to harassment and discrimination cases.
- Ensures documentation of complaints, investigations, adjudications, appeals, and sanctions is thorough and confidential, adhering to Milwaukee Public Schools and Wisconsin Department of Public Instruction's policies and procedures, or applicable laws.
- Implements and coordinates annual Title IX training for all employees and students, maintaining accountability training records.
- Provides ongoing consultation with all employees regarding Title IX requirements, compliance, and grievance resolution.
- Provides resources for students and staff involved in investigations.
- Remains knowledgeable of federal and state laws and regulations, and trends in public education sexual harassment and other discriminatory practices.
- Ensures a fair, timely, and well-documented investigative process, maintaining accurate and thorough records and notes.
- Prepares comprehensive written investigative reports that clearly identify the issues, reference all relevant policies, and summarizes all evidence.
- Tracks trends and provides reports addressing systemic issues related to complaints.
- Maintains confidentiality and professional relationships when handling sensitive civil rights, legal, and human resource issues.
- Manages and coordinates a complex and ongoing caseload of Title IX-related incidents and complaints.
- Supervises and coordinates investigations, responses, and resolutions to complaints, collaborating with district and school-based administration to identify, resolve and prevent potential violations of the District's Non-Discrimination policies and address systemic issues.
- Provides guidance on procedures to ensure the prompt, impartial resolution of discrimination cases, including sexual and racial harassment.
- Investigates discrimination complaints, tracks reports, identifies patterns of harassment or discrimination, and provides training to District personnel.
- Ensures the school district's continued compliance with Title IX of the 1972 Educational Amendments Act and subsequent federal guidelines.
- Creates and revises district administrative policies and procedures in accordance with equal employment, affirmative action, anti-harassment, and discrimination laws.
- Complete other duties as assigned.
- Actively supports the MPS Strategic Plan.

Job Requirements:

Education/Experience Requirements:

- Master's degree in an educational field or a law degree with an emphasis on civil rights or comparable concentration and an administrative license from the Wisconsin Department of Public Instruction (# 51) **OR** Department of Public Instruction Director of Special Education and Pupil Services license, (# 80) **OR** member of the State Bar of Wisconsin
- Minimum of two (2) years of work experience in areas such as employee relations, investigations, civil law, or direct administrative experience with district level discipline processes and policies
- Extensive knowledge of Title IX, Title VI, Title IV, Americans with Disabilities Act, Individuals with Disabilities Education Act, and other civil rights laws
- Preferred current national certification(s) on handling reports, investigations and civil right laws on:
 - Title IX Coordinator
 - Title IX Decision Maker
 - Title IX Investigator

Knowledge, Skills and Abilities:

- Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have extensive knowledge of Title IX and Title VI, Title IV and other related discrimination laws.
- Must possess interpersonal skills that will facilitate work with all levels of management.
- Must be able to exercise sound judgment to make decisions based upon research and investigations of facts and law.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Skilled in conducting investigations and data and information analysis and interpretation.
- Ability to read and interpret job related material, work cooperatively with school administration, employee groups, staff and central office management.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines.
- Computer skills with advanced knowledge of MS Office products is required.
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Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General Office Environment

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.
- Travel throughout the city of Milwaukee, some out of state travel may also be required
- May need to work outside of the standard business hours

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or

political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.