

# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description



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<b>Position Title</b>	Affirmative Action Officer/Title IX/504 Coordinator
<b>Reports To</b>	Superintendent
<b>Level/Grade</b>	
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Extra Curricular

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### Qualifications

#### Essential Duties and Responsibilities *(other duties may be assigned)*

- Provides technical assistance in the development and implementation of plans, programs, and activities to insure equal educational and employment opportunities for members of both sexes and those with a handicapping condition. To conduct activities designed to monitor the compliance of the school district with state and federal laws, regulations, and standards for equal opportunities for civil rights compliance.
- Provides technical assistance in matters related to equal educational opportunity for members of both sexes and for those with handicapping conditions.
- Disseminates information and provide assistance in the development of programs and activities to eliminate sex-bias and promote sex equity in accordance with state and federal legislation.
- Monitors district policies, procedures, and programs for compliance with civil rights standards.
- Assists in the investigation of complaints of discrimination on the basis of sex or handicapping conditions, to assist in the review of district policies and activities to insure compliance with applicable laws and policies.
- Coordinates the district's equal opportunity and affirmative action programs with other activities and programs operating under the Commissioner of Education's jurisdiction.
- Monitors all employment practices and policies and recommend appropriate action on complaints of alleged discrimination based on sex discrimination or handicapping conditions.
- Conducts investigations of complaints of discrimination on the basis of race, sex, and handicap; to conduct reviews of the district to insure civil rights compliance with applicable federal and state laws, regulations, executive orders, and policies.
- Assists in the preparation of investigative reports and in the supervision and coordination of corrective action activities.

#### Supervises

N/A

#### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties

with awareness of all district requirements and school committee policies.

### **Physical Demands**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelor's Degree

### **Terms of Employment**

Work year and salary established by the School Committee.

**Created 10/23/2002**

**Revised 7/1/2014**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*