

DIRECTOR, TITLE IX AND INCLUSIVE PRACTICES

JOB SUMMARY

Under the direction of the area administrator, responsible for directing efforts to prevent and respond to discrimination, harassment, and retaliation under state and federal laws, including Title 5, Title IX, Title VI, Title VII, the California Fair Employment and Housing Act (FEHA), and Equal Employment Opportunity (EEO) regulations, including the development of policies and procedures governing the reporting, investigation, and adjudication of claims of discrimination, harassment, and sexual misconduct. Incumbent will develop and implement programs for, and to promote, diversity in the District's workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Direct the district's prevention efforts and trauma-informed response to complaints of discrimination, harassment, retaliation, whistleblowing, and EEO; serve as the District's Title IX Coordinator and lead compliance efforts related to sex discrimination, including dating violence, domestic violence, stalking, and sexual misconduct.
2. Ensure timely, impartial, and trauma-informed investigations and resolution processes; manage the intake, investigation, and effective resolution of complaints involving harassment, discrimination, retaliation, whistleblowing, and EEO from students, employees, and community members.
3. Conduct initial intake meetings; assess needs for appropriate referrals; manage an active caseload of informal and formal complaints to resolution; provide interventions and applicable resources; document all meetings/interactions; and maintain accurate and confidential records in the case management system.
4. Conduct or oversee prompt, thorough, and impartial investigations; assign cases as appropriate to staff, internal or external investigators, and/or Deputy Title IX Coordinators; explain and apply laws, rules, regulations, policies, and practices.
5. Develop, maintain, and implement the District's Diversity and Equal Employment Opportunity Plans; maintain the District's EEO fund records and reports to the State Chancellor's office; identify and address systemic barriers to employment.
6. Serve as liaison for the District to various agencies and governmental units; respond to inquiries and provides confidential data and analysis as required; assist in internal and external auditing processes by providing confidential data and reports; respond to federal and state agencies in connection with complaints of unlawful discrimination, harassment, or retaliation.
7. Develop, revise, and implement policies and procedures related to discrimination, harassment, retaliation, whistleblowing, Title IX, and EEO; monitor legal and regulatory developments and recommend policy updates; advise leadership on compliance risks, trends, and strategies for institutional improvement.

8. Develop, implement, and manage Memorandums of Understanding, including community partnerships, law enforcement, and collaborations with outside organizations, related to Title IX.
9. Lead and facilitate conflict resolution processes, including mediation, facilitated dialogue, and informal resolution as appropriate; provide consultation and coaching to employees and supervisors to resolve interpersonal and organizational conflicts in the workplace; develop and implement strategies to address and prevent recurring workplace issues.
10. Coordinate and analyze the District's workforce data and applicant pools for diversity monitoring and EEO Plan reporting; serve as an information resource regarding equal employment opportunity procedures and regulations; provide guidance on non-discriminatory best practices in the screening and selection process and participate in these processes as required.
11. Develop staffing priorities for assigned areas; participate in the hiring processes for full & part-time classified professionals and administrators; train, supervise, and evaluate assigned personnel.
12. Assist in the development of the operating budget for assigned areas; monitor and take necessary action regarding expenditures for assigned areas.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Issues and trends facing California Community Colleges.
2. Principles of integrity, fair dealing, neutrality and confidentiality.
3. Mediation and negotiation skills.
4. Applicable laws, codes, regulations, policies and procedures.
5. Federal and state laws and regulations pertaining to equal employment opportunity, sexual harassment and/or assault, discrimination and reasonable accommodation including, but not limited to Title VII, Title IX, Title 5, FEHA, ADA, Rehabilitation Act of 1972, and VAWA.
6. Principles and techniques of labor relations and collective bargaining.
7. California Ed code and Title 5 requirements relating to personnel activities.
8. Strong conflict resolution, mediation, facilitation, investigative, analytical, and report writing skills.
9. Investigative methods and analysis techniques.
10. Equal Employment Opportunity (EEO) and governing laws and procedures, U.S. Code.
11. Effective public speaking techniques.
12. Data analysis, case management systems, and compliance reporting.

Skills in:

N/A

Ability to:

1. Interpret and apply a variety of rules, regulations, policies and guidelines including Federal and state legislation, California Education Code, and collective bargaining agreements.
2. Ability to work productively and meet deadlines under stress and time pressure.
3. Effectively counsel and assist staff, faculty, administrators and the general public.
4. Communicate effectively both orally and in writing.
5. Employ effective training methodologies.

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6. Utilize tact, patience, and courtesy.
7. Review and analyze data and make recommendations.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with minimal direction.
10. Handle and manage confidential information.
11. Skilled at exercising sound judgment in knowing what is appropriate to share with others.
12. Use personal computers and operate standard office equipment with proficiency.
13. Work under pressure; adapt to changing situations and regulations.
14. Maintain currency on standard and best practices, emerging strategies and interventions.
15. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in human resources, business, management public administration, social work, counseling or related field; AND
2. Five (5) years of experience in the area of equal employment opportunity, diversity, human resources, Title IX, counseling, employee relations or closely related field; OR
3. An equivalent combination of education, training, and/or experience; AND
4. Experience must include one (1) year in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Work is performed primarily in a standard office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; frequent interruptions and distractions. Incumbents may be exposed to occasional contact with dissatisfied or upset individuals.