AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**DIRECTOR TITLE IX COORDINATOR**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**CAD 3**	DUTY DAYS:	**226**	DATE REVISED:	**10/13/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. A Master's degree or JD is preferred. A minimum of three (3) years of experience working on Title IX matters, including investigations, report writing, and compliance is required. Prior experience as a Title IX Coordinator and/or a Juris Doctor degree is preferred. Fluency in Spanish is notable.

SKILL REQUIREMENTS:

The ideal candidate will possess comprehensive knowledge of the Title IX regulations and guidance. They must understand the interplay between Title IX and other legal frameworks including the Texas Education Code, Texas Administrative Code, UIL regulations, AISD board policies and procedures, and any other applicable laws and regulations. The incumbent must be skilled in conducting and overseeing impartial investigations and resolutions, interpreting legal standards, implementing policy, and developing training programs. The role requires excellent interpersonal, verbal, and written communications skills; cultural responsiveness; and the ability to manage confidential information with the highest degree of professionalism.

The incumbent must demonstrate the ability to act independently, objectively, and free from conflicts of interest. While the position will be administratively located within the Office of the General Counsel for operational support and supervision, the individual must function with professional autonomy.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for the district's compliance with Title IX of the Education Amendments of 1972 ("Title IX") and related federal and state nondiscrimination laws. This includes monitoring the overall implementation of Title IX for the district, providing leadership and coordination for prompt, equitable, and impartial responses to complaints and/or grievances involving sex-based discrimination, sexual harassment, and retaliation related to students and employees.

ESSENTIAL FUNCTIONS:

- Serve as the district's Title IX designee as required by federal law.
- Maintain independent authority and impartiality in implementing Title IX, including decision-making on case administration.
- Oversee all Title IX complaints, including intake, supportive measures, investigations, informal resolutions, and hearings, if applicable, in a fair and timely manner.
- Ensure that all parties, complainants and respondents, are notified of their rights and responsibilities under Title IX, and of the district's policies and procedures.
- Monitor district compliance with Title IX notice, publication, training, and grievance procedures.
- Collaborate with Talent Strategy and campus administrators regarding investigations, interim measures, remedies, and disciplinary action when appropriate.
- Conduct and coordinate regular training for employees, administrators, and students regarding Title IX rights, responsibilities, and processes.
- Lead the development and maintenance of Title IX related policies, procedures, and educational matters.

- Stay current on changes in law and OCR guidance related to Title IX and other nondiscrimination statutes; recommend updates to district policy as needed.
- Coordinate responses to investigations and inquiries from the Office of Civil Rights ("OCR"), Texas Education Agency ("TEA"), and other federal and state agencies.
- Track, analyze, and report data related to Title IX complaints and resolutions; maintain accurate, secure, and confidential case files as required by law.
- Ensure publication and accessibility of all required Title IX notices on district websites and in district facilities.
- Supervise and support internal investigators involved in Title IX investigations.
- Develop, implement, and coordinate equitable processes for alternative resolutions, accommodations, and supportive measures.
- Provide training and guidance on timely topics related to Title IX, which may include district-wide, school, or small-group training.
- Attend and participate in grievance hearings, board meetings, and other proceedings involving Title IX.
- Provide reports and updates to the General Counsel and/or Superintendent on Title IX matters, trends, and compliance efforts.
- Maintain all required records pursuant to federal and state law.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; Extensive walking may occur, occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Standard office setting

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIP

This position reports directly to the appropriate supervisor of the department. Incumbent will have contact with other Austin ISD personnel.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

AUSTIN ISD
JOB DESCRIPTION

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	