



POSITION: Title IX Coordinator	DBM (PAY GRADE): C53
DEPARTMENT/SCHOOL: Office of General Counsel	ADDRESS: 75 Calhoun Street Charleston SC 29401
REPORTS TO (TITLE): Staff Attorney	ANNUAL WORKDAYS: 240 Day
POSITION CATEGORY: Non-Certified Administrator	FLSA STATUS: Exempt

POSITION SUMMARY: Responsible for facilitating and coordinating the district's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, CCSD policies, and related federal and state laws prohibiting sex-based discrimination in all educational programs and activities. This position serves as the primary subject matter expert overseeing a complex network of school-based investigators and decision-makers by coordinating investigations, responses, and resolutions to Title IX complaints.
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MINIMUM REQUIRED QUALIFICATIONS: EDUCATION: Other
WORK EXPERIENCE & SKILLS: Bachelor's Degree and three (3)+ years of professional experience directly related to the duties and responsibilities listed in the job description. OR Associate Degree and five (5)+ years of professional experience directly related to the duties and responsibilities listed in the job description. CERTIFICATION/ENDORSEMENT/LICENSING: Must possess a valid South Carolina driver's license. Any additional legal or Title IX certifications are a plus.

PRIMARY POSITION RESPONSIBILITIES: (15 MAX) COMPLIANCE & OVERSIGHT: - Serve as the district-level primary point of contact for all Title IX compliance issues for students, staff, and third parties across all district schools and programs. - Receive, respond, and manage all reports and formal complaints alleging Title IX violations received via telephone, email, in person, and mail. - Analyze facts on a case-by-case basis and determine possible outcomes, using statutory and regulatory framework of Title IX and associated case law. - Ensure all Title IX investigation proceedings are conducted promptly, fairly, and impartially, adhering strictly to established district procedures. - Provide ongoing support, consultation, and quality assurance for school-based Title IX Investigators and Decision-Makers. - Ensure that supportive measures and appropriate remedies are promptly offered and implemented for all parties involved in a report or complaint. - Monitor and manage discipline data related to all reported incidents of sexual harassment and sex-based referrals to ensure schools are accurately processing specific referral types in accordance with Title IX. GRIEVANCE/APPEAL: - Oversee and manage the formal grievance process, including appointing and providing direction to trained Investigators and Decision-Makers designated within each school. - Ensure all Title IX grievance proceedings are conducted promptly, fairly, and impartially, adhering strictly to established district procedures. - Coordinate the appeal process, at the District-level, ensuring that appellate decision-makers are independent of the initial investigation and adjudication phases. POLICY: - Review, and recommend updates to district policies and regulations to ensure ongoing compliance with current Title IX regulations, OCR guidance, and South Carolina state laws. - Ensure all mandated public notifications regarding Title IX compliance, including contact information and non-discrimination statements, are properly posted and maintained on the district website and throughout schools by coordinating with schools and district office regarding district-level distributed materials and school-based handbooks for student, parents, and staff. TRAINING & DEVELOPMENT: - Develop, coordinate, manage, and deliver comprehensive, mandatory training for all designated district employees (including administrators, faculty, and support staff) on Title IX requirements, recognizing and reporting sexual harassment, and their role in creating a non-discriminatory environment. - Develop standardized templates and forms for all school based and district level investigators or decision makers to utilize. - Ensure designated school-based Title IX Investigators and Decision-Makers are trained on their specific roles, responsibilities, investigation techniques, evidence evaluation, and decision-making protocols via district training platform and in person. - Provide specialized training for those involved in the grievance process to ensure "presumption of innocence" and lack of bias. - Work with appropriate department to ensure educational programs on sexual harassment, consent, reporting procedures, and the school district's commitment to gender equity are relevant and maintain compliance.
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PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:

RECORD MANAGEMENT, DATA ANALYSIS, AND AUDITS:

- Ensure each CCSD School has the required staff members designated as Title IX Investigators and Decision-Makers.
- Maintain comprehensive records of all reports, complaints, decisions, and outcomes.
- Analyze data to identify patterns or systemic issues within specific schools or the district as large.
- Provide a quarterly comprehensive report to the staff attorney of all Title IX matters and provide a year-end (in July) report that includes data related to all Title IX reports from the prior school year.
- Audit school based records, at least twice annually, to confirm school based Title IX Investigators and Decision-Makers are addressing reports and complaints appropriately.

ATHLETICS:

- Review and audit available Title IX sport related records to ensure equitable treatment and participation opportunities for both male and female students.
- Ensure schools are managing Title IX sports concerns appropriately by ensure that coaches, assistant coaches, school athletic directors, and district-level directors have been trained and receive annual training regarding Title IX.

PREFERRED QUALIFICATIONS & OTHER SKILLS:

Background in law, criminal justice, or counseling preferred.

Ability to work well independently and within the confines of a team environment, both internal and external to the district. Possess strong customer service skills and the ability to effectively communicate both verbally and in writing, and to clearly present findings to district administrators, board members, or in legal proceedings. Demonstrate the ability to maintain neutrality while conducting objective, thorough, and sensitive investigations, analyze complex evidence, and write clear, comprehensive reports. Possess exceptional organizational, analytical, and decision-making skills, with a proven ability to exercise sound judgment in sensitive matters. Ability to coordinate multiple tasks while working under pressure. Ability to self-teach and self-test new tools and methodologies.

SECONDARY POSITION RESPONSIBILITIES:

Provides backup support to the legal services team as needed.

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of Classified Hourly 0 # of Administrators or Teachers

PHYSICAL/MENTAL REQUIREMENTS:

Must be physically capable of performing all primary and secondary functions of this position. A strong mental mindset capable of coping with routine and emergency situations is required. Must be able to adapt to fluctuating deadlines and competing priorities. Must have the ability to maintain a calm, professional demeanor in stressful situations.

This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

APPROVED BY AND REVISED DATE: Lindsay Anne Thompson 9/28/2026 / Anita Huggins 9/28/2026