Affirmative Action Officer/Title IX Coordinator

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Administrator

TITLE: Affirmative Action Officer/Title IX Coordinator

QUALIFICATIONS:

- State of Maine administrator certification;
- Concurrent employment as a Cape Elizabeth School Department administrator;
- Knowledge of state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.

REPORTS TO: Superintendent of Schools

SUPERVISES: N/A

JOB GOAL:

To ensure the Cape Elizabeth School Department's compliance with, and implementation of, all aspects of state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.

PROFESSIONAL RESPONSIBILITIES:

- Implement and manage the Cape Elizabeth School Department's Affirmative Action Plan and ensure compliance with state and federal nondiscrimination laws and regulations and sex/gender-based discrimination and harassment laws and regulations, including Title IX.
- Ensure that required notices, policies, and information regarding federal and state nondiscrimination laws and regulations and sex/gender-based laws and regulations are disseminated to employees, applicants, parents, unions, and others as applicable, including postings on the Cape Elizabeth School Department's website.
- Assess discrimination, harassment, and other related complaints received by the Cape Elizabeth School Department to ensure the appropriate policies and procedures are followed, consulting with the Superintendent and others as appropriate.
- Receive and process all reports and formal complaints of sex/gender-based discrimination, including sexual harassment complaints.
- Provide support for parties when sexual harassment is reported and throughout the complaint investigation and resolution process.
- Coordinate and/or conduct investigations of discrimination and harassment, including sex/gender-based discrimination and harassment, complaints as appropriate.
- Facilitate or coordinate informal resolutions of sexual harassment formal complaints as appropriate.
- Implement any remedies after findings of responsibility for sexual harassment.

- Coordinate and implement appropriate training for Cape Elizabeth School Department employees on nondiscrimination and harassment, including sexual harassment, laws, policies, procedures, and duty to report.
- Ensure that persons involved in recruiting and hiring processes adhere to nondiscrimination and confidentiality requirements.
- Ensure that School Board members and employees receive gender equity training.
- Ensure compliance with all other aspects of state and federal sex/gender-based discrimination and harassment laws and regulations, including Title IX requirements pertaining to education, athletics, and other school programs.
- Compile data and reports for the Superintendent and School Board members as requested.
- Advise the Superintendent of any needed revisions to the Affirmative Action Plan or discrimination and harassment policies and procedures.
- Comply with all record keeping requirements.
- Any other duties related to the Affirmative Action Plan and sex/gender-based discrimination and harassment laws and regulations assigned by the Superintendent.

TERMS OF EMPLOYMENT: As specified in the concurrently served administrator contract. EVALUATION: As specified in the concurrently served administrator contract.

APPROVED: May 11, 2021

Revision #2
Created 19 December 2023 19:00:09
Updated 13 August 2026 14:04:58 by Andrea Fuller