

Mercer Island School District

Civil Rights Compliance Coordinator

<p>Purpose</p>	<p>The Civil Rights Compliance Coordinator is responsible for monitoring and coordinating state and federal civil rights requirements for the school District, including chapters 28A.640 and 28A.642 RCW, and chapters 392-190 WAC. A key responsibility of this position is to investigate complaints alleging discrimination on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal by a person with a disability. The Civil Rights Compliance Coordinator is also charged with implementing the District’s discrimination complaint procedures as well as overseeing prevention efforts to avoid civil right violations. For issues regarding sex and disability discrimination, the Civil Rights Compliance Coordinator should coordinate with the District’s Title IX Compliance Officer and Section 504 Coordinator, respectively.</p>
<p>Qualification Requirements: <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i></p>	
<p>Essential Functions</p>	<p>Knowledge of Civil Rights Requirements</p> <ul style="list-style-type: none"> • Develop a working knowledge of current civil rights laws, regulations, and guidelines related to public schools, including chapters 28A.640 and 28A.642 RCW, chapter 392-190 WAC, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, as well as rules and guidelines adopted by “Office of Superintendent of Public Instruction (“OSPI”) and the U.S. Department of Education’s Office for Civil Rights (“OCR”) • Become familiar with resources and information available from OCR and OSPI’s Equity and Civil Rights Office, and request technical assistance when needed • Attend trainings for civil rights compliance coordinators and/or on civil rights issues generally, such as those offered by OSPI’s Equity and Civil Rights Office, and share information with District administrators and staff <p>OSPI Reporting</p> <ul style="list-style-type: none"> • Serve as the District’s liaison to OSPI’s Equity and Civil Rights Office and OCR • Ensure that the District submits all required reports to the OSPI regarding civil rights compliance, including affirmative action plans and assurance reports • Update compliance coordinator contact information with OSPI’s Equity and Civil Rights Office, as needed <p>District Policies and Procedures</p> <ul style="list-style-type: none"> • Facilitate the implementation of the District’s policies and procedures related to discrimination and discriminatory harassment, and ensure that they are applied consistently across the District and at each school building • Coordinate revisions to District policies and procedures, as necessary, to ensure that they are up-to date and consistent with current requirements under state and federal civil rights laws <p>Notices</p> <ul style="list-style-type: none"> • Regularly review District and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and the name (or title), phone number, and address of the District’s Section 504 Coordinator, Title IX Compliance Coordinator, and Civil Rights Compliance Coordinator • Use effective methods to annually inform all students, parents, and employees about the District’s discrimination complaint procedure, such as in staff and

student handbooks.

- Have copies of the complaint procedure and any related forms available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment

Training and Consultation

- Provide ongoing support and training to administrators and District- and building-level staff about civil rights requirements, staff responsibilities, complaint procedures, and related District policies and procedures
- Disseminate information and coordinate training for students and/or parents about their rights under civil rights laws, including discriminatory harassment and the District's complaint procedures
- Advise the superintendent and school board regarding the status of the District's compliance with civil rights requirements
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding discrimination, discriminatory harassment, and other inquiries regarding civil rights
- Serve as a resource for administrators and District/Building level staff about civil rights issues

Complaints and Investigation

- Respond to students, parents, staff, administrators, and others who report suspicion of civil rights violations, discrimination, or discriminatory harassment. The coordinator should investigate these concerns, institute corrective actions when appropriate, inform the individual about the District's complaint procedures, and assist individuals in filing complaints when needed
- Implement the District's discrimination complaint procedure, receive and process discrimination complaints, and oversee the step-by-step process to be sure that timelines are met. Coordinate with the District's Title IX Compliance Coordinator and Section 504/ADA Coordinator when investigating and responding to complaints and concerns regarding discrimination on the basis of sex or disability
- Conduct and/or coordinate investigations of discrimination complaints in accordance with the District's discrimination complaint procedures. This may involve interviewing complainants, respondents, and witnesses; reviewing documents and other relevant materials; and researching legal standards and requirements relevant to the complaint. If the Compliance Coordinator has identified a conflict of interest with respect to a particular complaint, the Compliance Coordinator should recommend that the District hire a neutral outside investigator to investigate a particular complaint
- Upon completion of the investigation, provide the superintendent with a written report of the complaint and the results of the investigation in time for the superintendent to respond to the complainant within 30 days after the District initially received the complaint
- Organize and maintain records of all complaints filed regarding civil rights, discrimination, and discriminatory harassment, including all formal and informal complaints. At least annually, review complaint files to ensure that the District's complaint procedures and timelines are consistently being followed, and to identify any patterns and repeat offenders

Textbooks and Instructional Materials

- Participate in the development and implementation of the District's instructional materials policy and bias review criteria with respect to bias pertaining to sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal in textbooks and instructional materials
- Ensure that the District evaluates all textbooks and instructional materials for

	<p>bias, update bias review criteria when needed, and participate on the instructional materials committee when appropriate</p> <p>Reviewing Systemic Barriers</p> <ul style="list-style-type: none"> • Participate in the development and implementation of the school District’s process to routinely review disaggregated student discipline data and course and program enrollment data to identify and address potential disparities and systemic barriers based on sex, race, ELL status, and disability • Continually monitor school programs, activities, and services (including, but not limited to, Advanced Placement courses, Highly Capable Programs, Career and Technical Education courses, Alternative Learning Experiences, extra-curricular activities, etc.) to ensure that all students are given an equal opportunity to participate without discrimination based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal • Coordinate with the District’s human resources office to evaluate employment criteria, recruitment, compensation, job classification, benefits, and advertising to ensure that they are not discriminatory
Supervisory Responsibilities	None
Education and/or Experience	<p>Advanced Education Required</p> <p>Legal or Administrative Experience preferred</p>
Language Skills	<p>Ability to read and interpret legal documents, policy, reports, procedural manuals, and the like with great detail.</p> <p>Ability to write complex reports to a variety of audiences.</p> <p>Ability to write correspondence, technical directions, and procedural manuals.</p>
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure
Other Skills and Abilities	<p>Ability to operate computers and related software including but not limited to word processing, spreadsheets, presentation, and communication tools. Typing required.</p> <p>Ability to perform duties with a distinct awareness of all District requirements and Board Policies.</p>
Physical Demands	<p><i>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.</i></p> <p>While performing the duties of this job, the employee is regularly required to sit, talk, hear and use finger dexterity.</p> <p>The employee is frequently required to walk, repeat the same hand, arm, or finger motion many times, type non-stop & hear in a noisy environment.</p> <p>The employee may occasionally lift and carry up to 10 pounds, stoop, reach above the head, climb.</p> <p>Specific vision abilities required by this job include seeing close work such as typed material</p>
Work Environment	<p><i>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.</i></p> <p>Work is performed indoors.</p>
<p><i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not</i></p>	

an exhaustive list of the duties performed for this position.

Nondiscrimination Notification

The Mercer Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.