

DIRECTOR OF STUDENT CIVIL RIGHTS

DEFINITION

Directs and monitors District-wide compliance with Title IX regulations, investigates and prepares responses to Uniform Complaints, and serves as the District Section 504 Coordinator.

TYPICAL DUTIES

Directs and monitors District compliance with federal and State nondiscrimination mandates.
Responds to and monitors all formal investigations under the Uniform Complaint Procedures (UCP) including Williams complaints, and of special education compliance filed with the California Department of Education (CDE).
Directs all aspects of Title IX field and grievance investigative procedures as outlined in federal regulations related to student sexual harassment.
Directs State and federal civil rights audits; Section 504 alternative dispute resolutions; Section 504 hearings; and provides Welligent assistance.
Directs Title IX policy implementation, student civil rights policy development, and student civil rights alternative dispute resolutions.
Communicates remedies to District personnel and monitors remedies to provide documentation of completion.
Manages the District's appeal process for reasonable accommodations based on a disability.
Directs policy and staff development to ensure compliance with nondiscrimination guidelines per State and federal law, and the U.S. Department of Education Office for Civil Rights (OCR) for all protected categories.
Manages the District's responses to CDE formal complaints and implementation of resolutions and corrective actions.
Monitors, analyzes, interprets, and researches changes to applicable federal, State, and local laws and regulations.
Regularly reviews, and updates as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices.
Provides presentations related to student civil rights issues and technical assistance to schools and District offices in preventing violations of State and federal laws involving student discrimination and harassment.
Serves as a liaison between District, State, federal, and other agency representatives.
Responsible for all aspects of the office's budget including expenditures, approvals, and requests for additional funding.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Civil Rights is responsible for directing and monitoring the District's compliance with State and federal laws related to Title IX, Title VI, Uniform Complaint Procedures (UCP), Williams, Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.

The Deputy General Counsel assists in handling substantive matters for the Office of the General Counsel and acts as the General Counsel in case of absence.

SUPERVISION

General supervision is received from the Deputy General Counsel. Supervision is exercised over assigned staff.

CLASS QUALIFICATIONS

Knowledge of:

Federal and state non-discrimination, sexual harassment, and harassment laws and regulations

California Education Code, Title V of the California Code of Regulations, Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and Uniform Complaint Procedures (UCP)
District policies and procedures addressing nondiscrimination and students with disabilities
Investigative procedures, theory, and techniques

Ability to:

Investigate matters completely, recommend reasonable resolutions, and resolve grievances in a timely manner

Supervise, direct, and coordinate complex investigations

Communicate effectively and express sensitive and complex information clearly, in writing and orally

Prepare comprehensive reports and responses to complaints.

Supervise the preparation of clear, concise, and conclusive reports

Maintain confidentiality of evidence gathered

Effectively analyze and interpret data

Complete multiple priorities with specific deadlines

Train and work effectively and cooperatively with individuals from diverse backgrounds

Facilitate group meetings, including consensus building and conflict resolution

Effectively present to groups at all levels within the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Five years of supervisory or management experience investigating and resolving complaints of discrimination, harassment and retaliation. Experience in a K-12 school district is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
6-26-25
SH/BM