



## TITLE IX INVESTIGATOR

Reports to: Title IX Director, Office of Student Success & Health

### **BASIC FUNCTION**

The Title IX (TIX) Investigator reports to the Director of Title IX Policy, Compliance and Training and is located within the Department of Student Success & Health at PPS. This position will assist the Director in complying with TIX obligations and regulations districtwide. This includes investigating complaints and reports of gender discrimination and harassment involving PPS students, employees and third-party individuals. Title IX prohibits the following: sexual harassment; transmission of explicit images, pornography or sexting/sextortion; sexual or dating violence and/or stalking; gender inequity in athletics or education programs; discrimination based on pregnancy or parenting status and/or discrimination based on (real or perceived) sexual orientation or gender identity. Training, outreach, consultation and building constituencies are cornerstones to the role of Title IX (TIX) Investigator.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

#### **Investigation and Consultation:**

- Respond to reports of Title IX-prohibited discrimination or harassment
- Conduct fair, prompt, impartial and thorough exploration of the facts to determine whether a violation of student discipline or employee policy is more than likely than not to have occurred (preponderance of evidence or more than 50%).
- Keep up on changing federal and state mandates to ensure investigations are grounded in law and best practices for school districts. This includes: planning investigative steps/process and timelines; make appropriate referrals to resources such as confidential advocates or crisis/emergency referrals or consult with our Portland Police partners; assess safety needs and/or recommend discipline or suspension pending an expulsion hearing; conduct interviews with all involved parties (including witnesses or staff) and parent or guardian(s) when appropriate; notify all parties (in writing and in a timely manner) about the process, student/staff rights and procedures; assess the credibility of involved parties; determine necessary evidence to gather; collect and evaluate evidence; maintain neutrality; connect reporting party to advocacy and crisis resources; and support responding party as needed.
- Maintain accurate and thorough records and notes of the investigatory process; gather and document evidentiary material and keeping investigative records according to state/federal privacy laws

- Develop comprehensive, unbiased written reports (findings of fact) for the Title IX Director and disciplinary or employment adjudication bodies (when necessary).

#### **Education & Outreach:**

- Provide education and information to students, families, employees and others regarding student-student harassment and discrimination
- Create and facilitate ongoing support and training to administrators and district- and building-level staff about requirements under state and federal gender discrimination laws
- Develop and maintain relationships with building administrators, Human Resources and Office of Student Success & Health (OSSH)
- Participate in a multidisciplinary team of educators in OSSH and support all facets of OSSH areas of responsibility
- Collaborate regularly with our Portland Police partners including School Resource Officers (SRO) in the Youth Services Division, PPB Child Abuse Team, Juvenile Sex Crimes, the Multnomah County District Attorney's Office, Cares NW and attend regular meetings with this multidisciplinary group
- Oversee sexual/dating violence prevention efforts in partnership with established community-based partners and with related PPS staff in the Office of Teaching & Learning
- Coordinate efforts between contracted confidential advocates and building administrators/students to ensure collaboration and accessibility across nine PPS comprehensive high schools
- Other duties as assigned by the Director

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Education, Criminal Justice, or related field. Masters or juris doctorate is preferred.

Current certification in Title IX investigations or forensic experiential trauma interviewing (FETI) or willingness to complete certification course within first month of employment is required.

Three (3) or more years of full-time equivalent experience working with children/teens who have experienced trauma and/or experience conducting investigations, managing confidential information, conducting trainings, and independently and efficiently managing a significant caseload.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

#### **KNOWLEDGE AND ABILITIES**

- Demonstrate excellent judgement, decision-making and ability to maintain neutrality
- Maintain a high level of confidentiality and privacy and knowledge of federal student privacy laws such as FERPA
- Possess strong interpersonal and conflict resolution skills; ability to engage individuals in sensitive and difficult conversations with empathy and care
- Understand the trauma-informed framework for Title IX response
- Demonstrate an ability to balance empathy and compassion with need for neutrality and fairness
- Be organized and able to comfortably operate in ambiguity, work under stress, pressure of deadlines and competing priorities
- Awareness of child abuse laws and statutes and application to Title IX-related matters
- Be willing to develop a working knowledge of current laws, regulations, and guidelines related to gender discrimination and sexual harassment in public schools, Title IX of the Education Amendments of 1972, as well as rules and guidelines adopted by the State of Oregon such as Senate Bill 155, House Bill 3077 and regulations defined by the U.S. Department of Education's Office for Civil Rights (OCR)

- Knowledge of, and sensitivity to, the diverse needs of PPS students, families and communities and ability to build coalitions with diverse communities

*Special Requirements:*

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions. Daily/frequent travel to multiple school locations.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Exempt  
Bargaining Unit: Non-represented  
Salary Grade: 29

Approval Date: March 2020

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
*Board of Education Policy 1.80.020-P*