

## Board Memo

**To:** Jesse Bacon, Superintendent *JB*  
Adrienne Usher, Assistant Superintendent

**From:** Althea Hurt, Director of Human Resources *AH*

**Date:** April 26, 2024

**Re: Item for the MAY Board Meeting - Request to make the Title IX Coordinator a year-round, 240-day position**

Chief Operations Officer, Mr. Troy Wood requests to make the Title IX Coordinator position a full-time, 240-day position in response to the escalating demand for internal investigations that frequently exceed the 30-day limit. The funding will be sourced from the General Fund.

Attachment:  
Updated Title IX Job Description

## BULLITT COUNTY PUBLIC SCHOOLS



### **POSITION: TITLE IX COORDINATOR/SUPERVISOR OF SOCIAL SERVICES**

**POSITION SUMMARY:** Coordinates the District's effort to comply with its responsibilities under Title IX and its regulations. Helps students resolve personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of their education.

**QUALIFICATIONS:** 1) Appropriate Kentucky School Social Worker Certificate 2) Experience and such alternatives as the superintendent/designee may find appropriate and acceptable.

**TERMS OF EMPLOYMENT:** 240 Days (187 + 53 Extended Days)

**REPORTS TO:** Chief Operations Officer (COO)

**SUPERVISES:** Students and support personnel

### **PERFORMANCE RESPONSIBILITIES:**

1. Is regular in attendance and punctual; maintains good grooming.
2. Professionally handles confidential matters or information.
3. Works with and through the organization ladder when solving problems or seeking change.
4. Maintains a proper student/staff relationship at all times.
5. Adheres to regulations, board policies, and current Title IX laws.
6. Maintains accurate, complete, and legible records submitted on time; maintain records and complete reports as required.
7. Helps parents and/or pupils identify and find ways to overcome barriers to school attendance, achievement and social functioning.
8. Evaluates the need for agency intervention, initiates referrals for agency intervention where applicable and organizes intervention strategies.
9. Arranges visual and auditory screening, referrals, and follows through.
10. Arrange speakers for meetings, workshops, inservice, etc. if requested.
11. Makes home visits and recommends intervention plans.
12. Is familiar with current crisis intervention techniques.
13. Conducts individual and/or group counseling when appropriate.
14. Is aware of and encourages utilization of available community resources
15. Is familiar with current laws and regulations relating to specific job responsibilities.

## BULLITT COUNTY PUBLIC SCHOOLS

16. Cooperates in accomplishing school and board objectives.
17. Complies with KRS mandate pertaining to child abuse and neglect.
18. Deals with students and parents in a positive, constructive manner.
19. Creates a favorable professional image in the school community.
20. Interprets policies, programs and activities to students, parents, staff, and community.
21. Handles the concerns of students, parents, and staff in a sensitive manner.
22. Ensures that oral written communications to parents are clear, accurate and carefully composed.
23. Handles problems in a consistent and fair manner.
24. Provides information about and facilitates the use of resources for meeting clothing, nutritional, and health needs.
25. Reduces the tension of pupils, staff, and parents in crisis by assessing the situation, providing understanding and support, and offering alternatives for action.
26. Consults with school personnel regarding pupil characteristics and school policies, practices and structure.
27. Helps with crises when standard procedures begin to break down.
28. Provide updated resources on Title IX and gender equity to schools as needed.
29. Assists in development of preventive social services to meet needs of child or target groups.
30. Assists in collaborative planning to provide a full range of services to targeted groups.
31. Refers to appropriate community resources for social and mental health services.
32. Evaluates conditions related to student's health and hygiene to determine the needs of students.
33. Arranges transportation services if needed.
34. Initiates referrals to appropriate medical/dental personnel.
35. Serves as an advocate for students in the court system.
36. Will ensure staff and students are trained in Sexual Harassment Identification, Prevention, and Intervention.
37. Completes investigations of Sexual Harassment, Harassment and Discrimination Complaints; develops procedures regarding Harassment and Discrimination.
38. Completes investigations of Grievances, incident reports, and other complaints of misconduct.
39. Serves on the Expulsion Review Committee when requested.
40. Assist Human Resources Department in securing training, psychological assessment and counseling for employees as needed.



## BULLITT COUNTY PUBLIC SCHOOLS

41. Provides training in Gender Equality, Sexual Harassment for staff as requested.
42. Provides referrals and assistance to staff regarding mental health services as requested.
43. Collects Civil Rights Data and completes the required report.
44. Performs any other duties as designated by the Superintendent.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_