



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent 
Mrs. Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources 

DATE: July 3, 2024

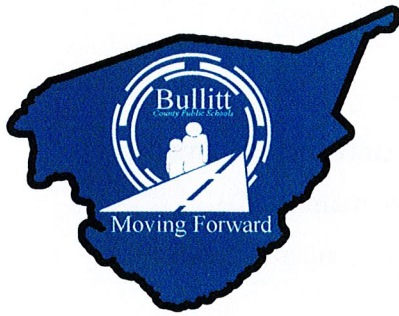
RE: Item for the July Board Meeting - Change to Title IX Coordinator Job Description

Troy Wood, COO, requests to change the Title IX Coordinator/Supervisor of Social Services job title to Title IX Coordinator/Compliance Coordinator. Since the position is not supervisory, the new title accurately reflects the roles and responsibilities. Also, the qualifications will include either a legal, educational, administrative, or social work degree along with experience and knowledge of Title IX laws.

Attachment: Updated Title IX Coordinator/Compliance Coordinator Job Description

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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POSITION: TITLE IX COORDINATOR/COMPLIANCE COORDINATOR

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) Degree in legal, educational, social work, or administrative field; experience in an educational setting; expert knowledge of Title IX 2) Experience and such alternatives as the superintendent/designee may find it appropriate and acceptable.

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

REPORTS TO: Chief Operations Officer (COO)

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.
16. Cooperates in accomplishing school and board objectives.

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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: _____