

NEW: Submitted:  
08/21/2024 08/20/2024

JOB TITLE:	CASE MANAGER/INVESTIGATOR
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAB

### SCOPE OF RESPONSIBILITIES

Reporting to the Assistant General Counsel for Compliance and Investigation, and in close collaboration with the Title IX Coordinator, the Case Manager/Investigator is responsible for administrative, logistical, and technical support for the intake and management of all reports related to discrimination, harassment, and sexual misconduct.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serve as the first point of contact for reporters/complainants of discrimination, harassment, and sexual misconduct
- Conduct preliminary inquiries to gather additional information prior to case assignment
- Perform outreach of services and respond to requests for interim/supportive measures with approval of the Title IX Coordinator and/or the Assistant General Counsel for Compliance and Investigations
- Develop and maintain a working knowledge of Federal and State laws/regulations (including Title IX, Title VII, and Title VI) and Board policies and procedures concerning harassment, discrimination, and sexual misconduct
- Perform related tasks under the umbrella of civil rights compliance, including record keeping, training and outreach, intake, implementing supportive measures and accommodations, and conducting investigations
- Demonstrates the ability to work independently, confidentially, and sensitively
- Monitors case load and progress of cases, serves as system administrator of case management system, prepares reports based on data related to cases of discrimination and sexual misconduct
- At the direction of the Assistant General Counsel for Compliance and Investigations or the Title IX Coordinator, assists in the development and dissemination of resource materials and presents trainings on issues relevant to discrimination, sexual misconduct, and civil rights compliance
- Performs other duties as assigned
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

Bachelor's Degree

Driver's License

Excellent writing and proofreading skills

Effective verbal communication skills, including the ability to speak in front of groups and interact effectively in a school setting

Excellent interpersonal relationship skills, including management of relationships with external partners, students, parents/guardians, and staff

Strong problem solving, analytical, organizational, and time management skills with emphasis on accuracy and attention to detail

Motivated individual with ability to efficiently multi-task, work under pressure, handle frequent interruptions and meet deadlines

Capable of taking initiative, assuming responsibility, and handling confidential information with discretion

Candidates should possess sound judgment and remain impartial in all interactions with parties, witnesses, and the university community

Ability to work independently and contribute to a team environment

### DESIRABLE QUALIFICATIONS

Juris Doctor

Demonstrated ability to manage multiple, ongoing cases and a complex caseload

Demonstrated knowledge of Federal and State equal opportunity and non-discrimination laws/regulations (including Title IX, Title VII, Title VI, ADA, and Section 504 of the Rehabilitation Act and other applicable laws/regulations)

Two or more years of experience with sexual misconduct cases (including, but not limited to sexual assault or sexual harassment matters), social sciences, social work, employment law, conducting investigations, providing accommodations, and/or related experience

Fluency in English and Spanish



REVISED: Submitted:  
 \*07/01/2023 08/20/2024  
 \* Correction 03/28/2023

JOB TITLE:	INVESTIGATOR COMPLIANCE
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	7475
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Conducts investigation activities of the District involving student and staff misconduct allegations. Maintains contact with students, parents, police, court workers, social workers and local school staffs. Exercises no direct supervision over other positions.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Conducts investigations following reports of incidents involving certified and classified District personnel, substitutes, temporary employees, students, volunteers, athletic violations and other individuals or incidents as appropriate

Prepares in-depth confidential written reports

Collaborates with the Assistant General Counsel for Compliance and Investigations to investigate complaints of discrimination and to prepare a written analysis of findings

Investigates student and/or employee misconduct as assigned

Assists external investigative agencies such as Child Protective Services (CPS), Crimes Against Children Unit (CACU), Kentucky Department of Education (KDE) and local law enforcement agencies and other social services or governmental entities

Participates in arbitration, tribunals, and other administrative/legal hearings as necessary

Establishes and maintains a working relationship with District administrators, external investigative entities, parents/guardians and other internal and external customers

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments  
 Regular, predictable performance is required for all performance responsibilities

**PHYSICAL DEMANDS**

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required

occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

~~High School Diploma, G.E.D., or a~~ Bachelor's Degree from an accredited institution in the relevant field but not limited to: Human Resources, Employee Relations, Criminal Justice, Legal studies, writing, social work, education, or any other related field

One (1) year of experience investigating employee and/or student incidents

Strong problem-solving and analytic skills

Ability to remain impartial and non-biased when investigating claims of alleged misconduct

Proficient written and oral communication skills

Effective human relations skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Two (2) years investigative experience in a school district, human resources department, legal department, or

A successful record of conducting high-quality detailed investigations into allegations of employee misconduct

General knowledge of Kentucky education statutes

Experience in a diverse workplace



REVISED: 07/01/2023  
Submitted: 08/20/2024

JOB TITLE:	INVESTIGATOR COMPLIANCE
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	7475
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Conducts investigation activities of the District involving student and staff misconduct allegations. Maintains contact with students, parents, police, court workers, social workers and local school staffs. Exercises no direct supervision over other positions.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts investigations following reports of incidents involving certified and classified District personnel, substitutes, temporary employees, students, volunteers, athletic violations and other individuals or incidents as appropriate

Prepares in-depth confidential written reports

Collaborates with the Assistant General Counsel for Compliance and Investigations to investigate complaints of discrimination and to prepare a written analysis of findings

Investigates student and/or employee misconduct as assigned

Assists external investigative agencies such as Child Protective Services (CPS), Crimes Against Children Unit (CACU), Kentucky Department of Education (KDE) and local law enforcement agencies and other social services or governmental entities

Participates in arbitration, tribunals, and other administrative/legal hearings as necessary

Establishes and maintains a working relationship with District administrators, external investigative entities, parents/guardians and other internal and external customers

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Regular, predictable performance is required for all performance responsibilities

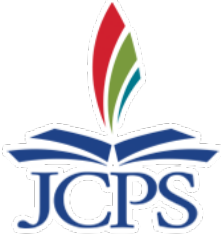
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MINIMUM QUALIFICATIONS
Bachelor's Degree from an accredited institution in the relevant field but not limited to: Human Resources, Employee Relations, Criminal Justice, Legal studies, writing, social work, education, or any other related field
One (1) year of experience investigating employee and/or student incidents
Strong problem-solving and analytic skills
Ability to remain impartial and non-biased when investigating claims of alleged misconduct
Proficient written and oral communication skills
Effective human relations skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years investigative experience in a school district, human resources department, legal department, or
A successful record of conducting high-quality detailed investigations into allegations of employee misconduct
General knowledge of Kentucky education statutes
Experience in a diverse workplace



NEW: 08/21/2024  
Submitted: 08/20/2024

JOB TITLE:	TITLE IX SPECIALIST
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

In close coordination with the Assistant General Counsel for Compliance and Investigations and the Staff Attorney Compliance, the Title IX Specialist serves as the district Title IX Coordinator and is responsible for monitoring and implementing the District's compliance with state and federal laws prohibiting sex discrimination and sexual harassment of students, employees, and other district program participants.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develop and maintain a working knowledge of current laws, regulations, and guidelines related to sex discrimination and sexual harassment in public schools, including Title IX

Serve as the district's liaison to the Office for Civil Rights for issues regarding Title IX, sex discrimination, and sexual harassment

Update Title IX Coordinator and deputy coordinator information/web page, as needed

Facilitate the implementation of the district's policies and procedures related to Title IX, sex discrimination, and sexual harassment, and ensure that they are applied consistently across the district at each school and/or work site

Coordinate revisions to district policies and procedures related to Title IX, sex discrimination, and sexual harassment, as necessary, to ensure that they are current and consistent with state and federal laws, regulations, and guidelines

Regularly review district and school site publications and website information to ensure they include a consistent nondiscrimination statement and the name, phone number, email address, and office address of the district's Section 504 Coordinator, Title IX Coordinator, and AGCCI

Ensure the use of effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedure

Provide ongoing support and training to administrators and district and school/work site staff about state and federal sex discrimination laws, staff responsibilities, complaint procedures, and related district policies and procedures

Disseminate information and coordinate training for students and/or parents about their rights under state and federal sex discrimination laws, including sexual harassment and the district's complaint procedure

Advise the superintendent and district counsel regarding the status of the district's compliance with state and federal sex discrimination laws

Receive and respond to inquiries from students, parents, staff, and other regarding Title IX, sex discrimination, and sexual harassment

Serve as a resource for administrators and district staff about Title IX and sexual harassment

Provide training and support to school/site level deputy Title IX coordinators

Respond to students, parents, staff, administrators, and others who report suspected Title IX violations, sex discrimination, or sexual harassment in accordance with district procedure

Implement the district's Title IX complaint procedure and oversee implementation by school/site level deputy Title IX coordinators
Conduct and/or coordinate investigations of Title IX sex discrimination and sexual harassment complaints
Provide written investigation and status reports as necessary
Facilitate and monitor supportive measures and informal resolutions
Organize and maintain records of all formal and informal Title IX/sex discrimination/sexual harassment complaints, monitoring annually for trends, patterns, and repeat offenders
Coordinate as needed with Culture and Climate, Student Services, and Exceptional Child Education staff to effectively facilitate Title IX investigations, supportive measures, emergency removals, and sanctions
Develop, implement, and document a process to ensure Title IX athletic program compliance
Coordinate with Culture and Climate and Student Services to monitor student discipline data, course and program enrollment, activities and services to identify systemic barriers and ensure equal opportunity to participate without discrimination based on sex
Coordinate with HR to monitor employee recruitment, hiring, compensation, job classification, benefits, and discipline are not discriminatory on the basis of sex
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

<p>This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>
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#### MINIMUM QUALIFICATIONS

Bachelor's Degree
Driver's License
Excellent writing and proofreading skills
Effective verbal communication skills, including the ability to speak in front of groups and interact effectively in a school setting
Excellent interpersonal relationship skills, including management of relationships with external partners, students, parents/guardians, and staff
Strong problem solving, analytical, organizational, and time management skills with emphasis on accuracy and attention to detail
Demonstrated ability to manage multiple, ongoing cases and a complex caseload
Motivated individuals with ability to efficiently multi-task, work under pressure, handle frequent interruptions and meet deadlines Capable of taking initiative, assuming responsibility, and handling confidential information with discretion
Candidates should possess sound judgment and remain impartial in all interactions with parties, witnesses, and the university community



Ability to work independently and contribute to a team environment

**DESIRABLE QUALIFICATIONS**

Juris Doctor

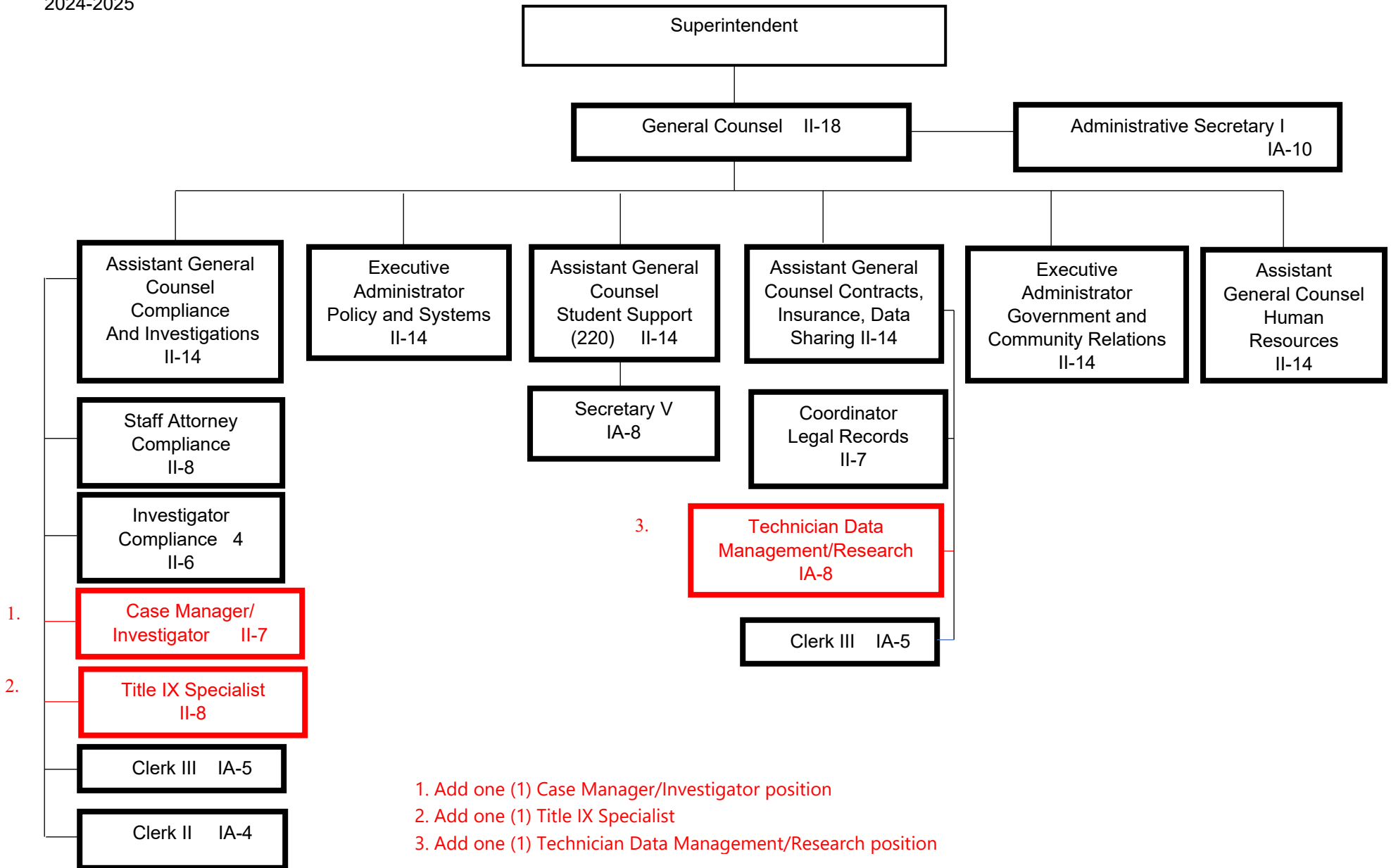
Experience working in social sciences or education is strongly preferred

Demonstrated knowledge of Federal and State equal opportunity and non-discrimination laws/regulations (including Title IX, Title VII, Title VI, ADA, and Section 504 of the Rehabilitation Act and other applicable laws/regulations)

Knowledge of and experience with Guardian or a comparable case management system

Two or more years of experience with sexual misconduct cases (including, but not limited to sexual assault or sexual harassment matters), social sciences, social work, employment law, conducting investigations, providing accommodations, and/or related experience

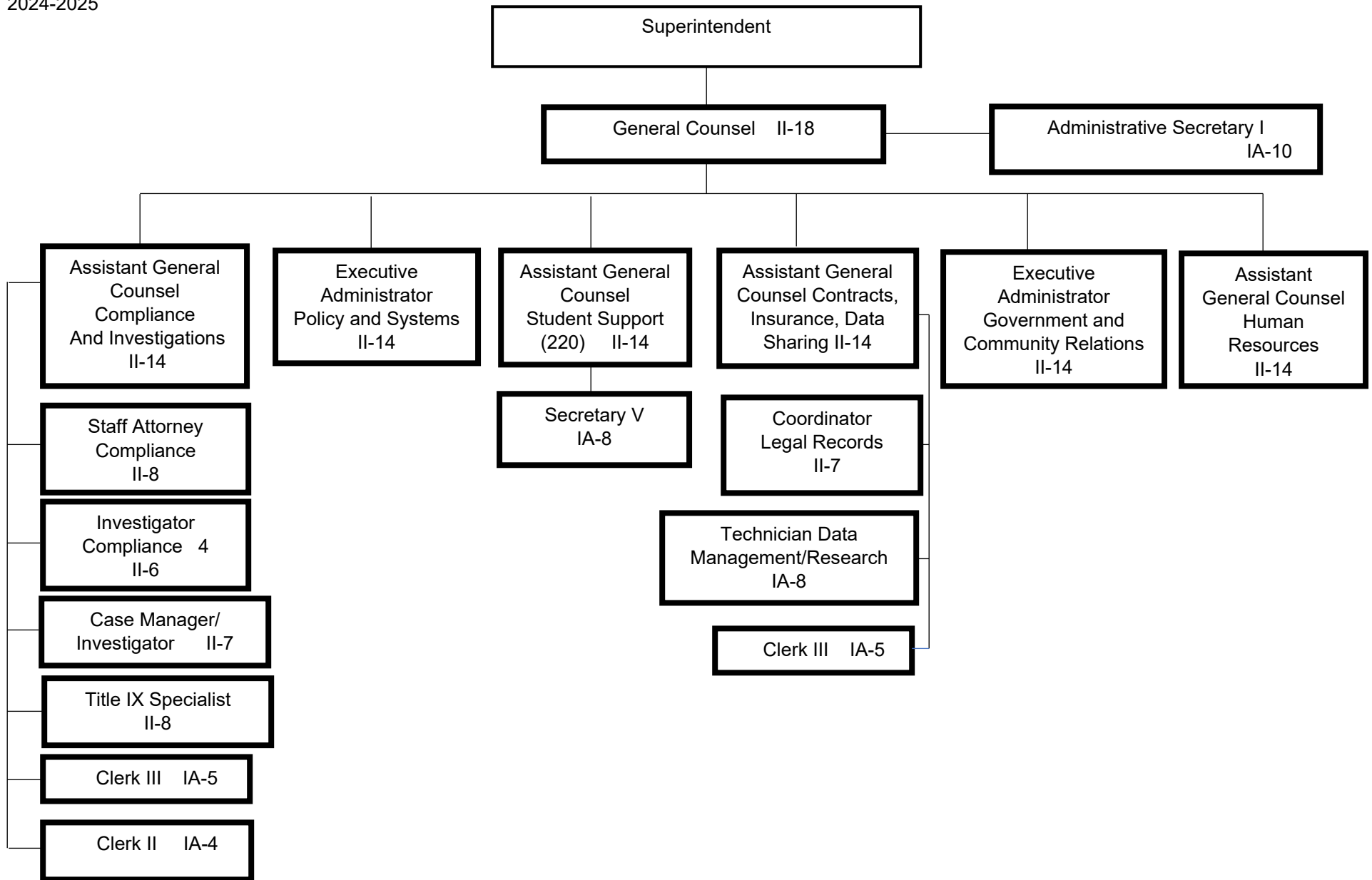
Fluency in English and Spanish



Summary:

General Fund Positions: ~~48~~ 21  
 Categorical Fund Positions: 0

Submitted: ~~04/25/2023~~ 08/20/2024  
 Effective: ~~07/01/2023~~ 08/21/2024



Summary:

General Fund Positions: 21  
 Categorical Fund Positions: 0

Submitted: 08/20/2024  
 Effective: 08/21/2024