

**Title IX/Civil Rights Compliance Officer - Substitute  
Assignment  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=237210>

Downloaded On: Jun. 30, 2024 10:18am

Posted Jun. 7, 2024, set to expire Jul. 12, 2024

<b>Job Title</b>	Title IX/Civil Rights Compliance Officer - Substitute Assignment
<b>Department</b>	Human Resources
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Jun. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5308134">https://apptrkr.com/5308134</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Title IX/Civil Rights Compliance Officer - Substitute Assignment**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Temporary, Hourly/Short-Term

**Job Number:** 2024-01841

**Closing:**

**Location:**



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Aptos, CA

**Department:** Human Resources

### Employment Opportunity

This is a unique opportunity to assist our Human Resources team at Cabrillo College! We are searching for a **Temporary/Substitute Title IX/Civil Rights Compliance Officer** to work 30 - 40 hours per week for a duration of 2 to 4 months (possibly longer). There is also flexibility of remote work options.

**Application Review will begin on June 20, 2024** and we will review applications until the position is filled.

**This position is on the Administrator Salary Schedule Range L.** ([click link](#))

This opportunity is for a substitute, part-time assignment, Monday through Friday, with hours to be determined. This is a 4 to 5 days per week assignment. The final salary will depend on how each candidate meets the minimum qualifications, and it will be prorated based on the actual number of days worked. This is an FLSA Exempt non-supervisory management-level position, and the pay rate based on the Administrator Salary Schedule Range L (see link above) translates to a range of approximately \$39 - \$55/hr.

**No Benefits. The standard benefits listed on this job bulletin does not apply to this temporary-substitute position. This is an non-benefited position.**

### Summary Position Description:

Under direction, the Title IX/Civil Rights Compliance Officer provides leadership and centralized support to ensure District compliance with all legal and regulatory requirements under Title IX of the Educational Amendments Act of 1972 and other state and federal civil rights and equity requirements; plans, organizes and coordinates activities of assigned areas of the Human Resources department including civil rights investigations and compliance and training programs and activities as well as organizational development and employee relations activities; and performs related duties as assigned.

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

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- Develops programming and response protocols to support the District's efforts in promoting equity and creating an inclusive campus environment.
- Serves as the District's Title IX Coordinator and Compliance Officer; plans and oversees District-wide programs and initiatives to ensure compliance with Title IX's legal and regulatory requirements; develops, recommends and implements policies, procedures and training programs to meet compliance requirements; analyzes trends, patterns and possible systemic issues that may affect the college culture with regard to Title IX issues; develops and implements the Title IX prevention and awareness program with other District personnel and tracks completion of all mandatory training required of District employees.
- Develops and coordinates implementation of outreach and educational campaigns to ensure the employee and student community understands the District's obligations under Title IX and other state and federal laws and regulations; designs and publishes marketing and awareness informational materials; maintains the Title IX website and applicable social media platforms; publicizes applicable campus and community resources.
- Develops curricula and other training materials and implements mandated training including training for AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination and other EEO topics; delivers training sessions or identifies appropriate vendor-delivered training programs; schedules/deploy training to be completed; works with administrators and managers to ensure timely completion of mandated training by all applicable employees.
- Receives and reviews complaints alleging unlawful discrimination, sexual harassment, sexual violence and other complaints and alleged violations; conducts intake interviews; explains reporting options and resources; oversees, trains and coordinates the work of investigators assigned to conduct investigations of discrimination, harassment and sexual misconduct matters; ensures timely, impartial investigations; prepares comprehensive reports of findings of fact and recommendations for appropriate remedies within mandatory deadlines; may conduct compliant mediations between parties as warranted.
- Performs case management services including maintaining communications with all parties throughout the investigation and resolution process; assesses and takes action to mitigate any potential safety risks that may be involved; coordinates and makes referrals for support services through the Student Support and Care Team, Student Health Services, community partners and, when appropriate, the County Sheriff's Office; maintains comprehensive case logs, files and notes.
- Serves as a member of the Student Support and Care Team (SSCT); participates in triage and in care team meetings; follows up with reporting parties and students of concern; develops support service plans for students and others; conducts follow-up training with relevant parties to ensure understanding of District programs and policies.

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- Conducts research to stay abreast of developments in federal and state law and regulations affecting District Title IX/EEO policies and compliance procedures and processes.
- Serves as a 24x7 District emergency contact for purposes of receiving discrimination and harassment claims.

**OTHER DUTIES**

- Receives and responds to complaints regarding incivility and unprofessionalism; drafts sanction letters on behalf of the Vice President, Human Resources & Labor Relations; refers parties to supportive services when needed.
- Provides backup assistance to other Human Resources staff when needed.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

**Minimum Qualifications**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff.
- Graduation from an accredited four-year college or university with a bachelor's degree in higher education administration, human resources, psychology, social work or a related field; and
- At least five years of increasingly responsible experience in developing and administering EEO and/or Title IX programs, including the investigation and resolution of discrimination and sexual harassment claims, preferably in a community college or other higher education setting; or
- An equivalent combination of training and experience.

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A juris doctor degree and experience in handling litigation, mediation, investigation and/or research related to sexual misconduct, sexual violence/assault, sexual exploitation, stalking, harassment, and/or discrimination is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Advanced principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive equal employment opportunity/Title IX/civil rights program and its operations and integration with a full-scale human resources program including employee relations, employee and management training and development, and employee discipline and corrective action.
- Federal, state and local laws, policies and directives applicable to areas of responsibility including Title VII of the Civil Rights Act of 1964, Title IX, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, California Education Code title V, the Child Abuse and Neglect Reporting Act (CANRA), Title 5 of the California Education Code and Meyers-Milias-Brown Act.
- Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
- District organization, functions, rules, policies and procedures as they apply to assigned areas of responsibility.
- Principles and practices of internal consulting, group facilitation and conflict resolution including best practices in de-escalation of intense situations and conversations.
- Research methods and analysis techniques.
- Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.

**Skills and Abilities to:**

- Plan, organize and implement programs and activities as a Title IX coordinator as required by law.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Independently conduct unbiased investigations of Title IX/EEO/civil rights complaints in conformance with sound investigative methods and all applicable law and regulations.
- Successfully develop and implement educational and training programs, with strong presentation and facilitation skills.
- Collaboratively design, implement and manage administrative processes, remaining neutral,

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objective and independent throughout the process.

- Provide sound professional advice to senior management, administrators, managers, supervisors and bargaining unit representatives in assigned areas of responsibility.
- Provide leadership based on ethics and principles as they relate to EEO/civil rights, Title IX and human resources functions.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Present proposals and recommendations clearly, logically and persuasively.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license or ability to access and use alternative transportation.

Desirable certifications include:

- Title IX training certification.
- Title IX investigator certification.

**Additional Information**

**Application Process:**

- Complete application & answer **all** supplemental questions
- Attach resume (mandatory)
- Attach transcripts (optional, but encouraged)

**Attention Applicants**



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Only completed applications will be reviewed. **Cabrillo is unable to sponsor work visas.**

### **Selection Procedure**

Meeting the posted requirements does not guarantee an interview. Notifications will be via email, and can also be accessed through your [application profile](#). This employment opportunity will remain open until filled.

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4534062/title-ix-civil-rights-compliance-officer-substitute-assignment>

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

Human Resources

Cabrillo College

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