



JOB DESCRIPTION

Job Title	Title IX Investigator
Department	
Reports To	Title IX Coordinators
Classification	Increment
Location	Eau Claire Area School District
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Title IX Investigator is responsible for conducting thorough and impartial investigations into allegations of sex-based discrimination within the educational institution across the district. This role involves gathering evidence, conducting interviews, and compiling investigative reports to ensure compliance with Title IX regulations.

Essential Job Functions

- Confidentiality is essential for this role to protect sensitive information regarding both students and staff, and to ensure the integrity of the process.
- Conduct interviews with all parties and witnesses involved in the allegations. Gather and review evidence to determine if the allegations meet Title IX standards.
- Prepare detailed investigative reports summarizing relevant evidence without making recommendations for the decision-maker.
- Ensure all investigations are conducted in accordance with Title IX regulations and the institution's policies.
- Participate in mandatory training on the definition of sexual harassment, the scope of the school's education program, and how to conduct investigations impartially.
- Provide written notices to parties involved, including details of allegations and upcoming interviews. Ensure all parties have equal opportunities to review evidence and present their case.
- Collaborate with the Title IX Coordinators, and other team members.

Ancillary Job Functions

- N/A



Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Current employee.
- Bachelor’s degree in education or related field.
- Minimum of 5 years of experience in a PreK-12 public education setting.
- Completion of Title IX investigator training, including issues of relevance to create fair investigative reports.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in supporting or advocating for individuals from historically marginalized populations.
- Training in trauma-informed practices in any field.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to conduct investigations without bias or conflict of interest.
- Ability to maintain confidentiality.
- Ability to function with independent judgment.
- Strong attention to detail.
- Excellent interpersonal and communication skills
- Ability to build and maintain effective relationships with school administrators, staff, students, and families.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.