



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Compliance Coordinator**
Job Family: **Administrative**
Prepared/Revised Date: **February 7, 2025**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade M**
Job Code: **33583**

SUMMARY: Responsible for overseeing institutional implementation and monitoring the overall implementation of state and federal civil rights and Title IX requirements for the school district. Train and coordinate the District's Title IX compliance, assists with the district complaint processes, conducting, coordinate, and document investigations involving district staff and administrators as needed on a variety of matters. This position will develop, facilitate and coordinate relevant and required district training for all staff and specialized roles related to support and investigation processes and procedures in alignment with a fair, timely and well-documented investigative processes. This position may assist with additional compliance-related institutional requirements as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate administration of the district process and procedures for investigating and resolving Title IX and other discrimination complaints. Serve as Nondiscrimination Title IX Coordinator.
2. Ensure district compliance and manage day-to-day responsibilities regarding State, federal and district policies to prevent and prohibit discrimination.
3. Ensure a fair, timely, and well-documented investigative process and maintain accurate and thorough records and notes of the investigatory process.
4. Develop, implement, and facilitate training and initiatives and resources to educate students and staff on rights, responsibilities, resources and processes regarding nondiscrimination, Title IX and equitable educational environments. This will require leading, coordinating and facilitating annual required institutional trainings for staff in alignment with federal and state requirements.
5. Coordinate internal investigations on behalf of the district concerning violations of district policy, discrimination, harassment, and any other discrimination related matters.
6. Maintain a tracking system of investigations outcomes. Analyze data and develop proactive measures to address trends and patterns.
7. Coordinate with district staff such as Human Resources and Legal Counsel in coordinating legal guidance on issues as assigned.
8. Coordinate efforts with school sites and district departments to receive and/or investigate complaints.



9. Coordinate with the district's legal counsel regarding federal, state, and local rules and regulations, and make suggestions and revisions to process, procedure, and policy.
10. Work with students, staff, families and community partners to advance the district's Title IX work and equity commitments.
11. Ensure district compliance with Title IX, OCR, and other state and federal requirements related to harassment, sexual harassment, or other related complaint processes.
12. Provide guidance and coordinate the District's Section 504, Title IX and incident reporting compliance and trainings.
13. Oversee and provide knowledge, guidance, and support to building level administrators and the District's behavior support services team to assist with students who are demonstrating challenging behaviors.
14. Provide support with monitoring compliance with Board policies, administrative rules and regulations, and State and Federal mandates on matters including but not limited to, mandated child abuse reporting, drug, and suicide prevention, crisis response, safety/threat assessments and sexual assault.
15. Serve as the District's Title IX, ADA, and Service Animal Compliance Officers.
16. Oversee mandated child abuse reporting and trainings.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree required
- More than five (5) years of school and/or district administrative leadership experience required
- Equivalent combination of education and experience may be considered

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Colorado Principal or Administrative License preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Skill in researching information, organizing material and presenting results in written form
- Skill in applying data collected to resolve problems
- Skill in formulating recommendations, proposals and counter proposals
- Skill in preparing and presenting effective written and oral reports, recommendations, district policies and procedures
- Ability to develop, maintain and coordinate effective relationships with members of the Board of Education, District management and employee organizations
- Ability to maintain confidentiality of information secured in work environment



- Skill in analyzing relationships among complex data and/or employee groups
- Ability to keep up-to-date technically and apply new knowledge to job, including adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds - Willingness to contribute to cultural diversity for educational enrichment
- Knowledge of Elementary and Secondary Education Act (ESEA), Section 504, FERPA, and Title IX regulations
- Knowledge of behavior support services including Multi-tiered Systems of Support (MTSS-SEB)
- Knowledge of current PSD vision, mission, and Board Ends
- A belief that all students are capable of learning
- Human relation skills
- Ability to manage numerous and diverse budgets
- Oral and written communication skills
- Ability to set high standards and achieve them
- Ability to show respect and sensitivity to individual needs/concerns
- Ability to maintain confidentiality in all aspects of the job
- Demonstrate concern for student health and safety
- Ability to effectively communicate with leadership, staff, parents, and students
- Ability to frequently travel among district facility locations
- Critical thinking and problem-solving skills
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Executive Director of Student Services	
Direct reports:	This position has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	



NOISE LEVEL:	Exposure Level
Very Loud	