

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

AFFIRMATIVE ACTION OFFICER – TITLE IX COORDIANTOR

GENERAL RESPONSIBILITIES: To ensure equal educational opportunity for all students in the district and equal opportunity employment opportunity for all employees in compliance with current statute and code.

QUALIFICATIONS:

1. NJ Standard Certificate with an Administrative, Instructional, or Educational Services Endorsement required, pursuant to N.J.A.C. 6A:7-1.5(a)(1). Valid New Jersey Standard Supervisor Certificate is preferred.
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communications skills.
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Superintendent

RESPONSIBILITIES:

1. Provides leadership for the district's affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
2. Oversees the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.
3. Participates in the on-going review and development of the district's educational equality and equity policies

4. Reviews school and classroom practices and employment contract practices to ensure compliance with law, administrative code, and district policies. Makes recommendations for corrective measures when necessary.
5. Notifies all students and staff of grievance procedures for handling discrimination complaints and administers the grievance process.
6. Acts as a liaison between school district and community organizations, contractors, vendor and others concerned with equal opportunity employment.
7. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
8. Monitors in-service training, recreational or social programs to determine if there is equal access for all employees.
9. Develops and coordinates required professional development programs for certificated and non-certificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed color, national religion, disability or socioeconomic status.
10. Conducts the required annual internal district monitoring to ensure continuing compliance with state and federal statutes and code governing educational equity.
11. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.
12. Reviews curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory and recommends corrective steps when necessary.
13. Develops guidelines for professional staff to develop non-discriminatory school and classroom practices.
14. Ensures the inclusion of a multicultural curriculum and required courses related to history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.
15. Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.
16. Monitors equal access to programs and facilities and a harassment-free school

environment for all students and employees.

17. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
18. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
19. Serves as Title IX Coordinator Per District Policy / Regulation #5751 - Sexual Harassment of Students.
20. Coordinates with Superintendent, HIB Coordinator / Anti-Bullying Specialists, as needed, in relation to Title IX duties per District Policy / Regulation #5751.

TERMS OF EMPLOYMENT: 12-MONTHS – ALIGNED. Stipend Position Only. Non-Tenure Track. Stipend to be established per the Collective Bargaining Agreement between the Rumson-Fair Haven Board of Education and the Rumson-Fair Haven Administrative and Supervisory Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of certificated staff.

**APPROVED BY RUMSON-FAIR HAVEN BOARD OF EDUCATION:
March 28, 2022**