

PCCPA 504 Coordinator Job Description- Unaffiliated Site Can use their own Civil Rights Job Description

Civil Rights Compliance Coordinator Job Description

Note: If the Civil Rights Compliance Coordinator also serves as the Organization's Title IX/Sex Equity Officer and/or

Section 504 Coordinator, please see the sample job descriptions for these roles for additional responsibilities.

Name: _____

Title: _____ Organization: _____

Signature: _____ Date: _____

The Civil Rights Compliance Coordinator is responsible for monitoring the overall implementation of state and federal civil rights requirements for the Organization,

The major responsibility is to prevent discrimination and discriminatory harassment of students, employees, and others on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal by a person with a disability. For issues regarding sex and disability discrimination, the compliance coordinator should coordinate with the Executive Director, and notify CE so that they can notify TDA and USDA, respectively.

The Civil Rights Compliance Coordinator's duties include the following:

Knowledge of Civil Rights Requirements

- Develop a working knowledge of current civil rights laws, regulations, and guidelines related to Civil rights, as well as rules and guidelines adopted by OSPI, USDA and any other state or federal U.S. Department.
- Become familiar with resources and information available from OCR and OSPI's Equity and Civil Rights Office, and request technical assistance when needed
- Attend trainings for civil rights compliance coordinators and/or on civil rights issues generally, such as those offered by OSPI's Equity and Civil Rights Office, and share information with Organization administrators and staff

OSPI Reporting

- Serve as the Organization's liaison to OSPI's Equity and Civil Rights Office and OCR
- Ensure that the Organization submits all required reports to the CE, or any other governmental organization within rules governed by the CACFP program
- Update compliance coordinator contact information with CE, and when necessary with TDA as needed

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Organization Policies and Procedures

- Facilitate the implementation of the Organization's policies and procedures related to discrimination and discriminatory harassment, and ensure that they are applied consistently across the Organization and at any location governed by the organization.
- Coordinate revisions to Organization policies and procedures, as necessary, to ensure that they are up-to-date and consistent with current requirements under state and federal civil rights laws

Notices

- Regularly review Organization and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and the name (or title), phone number, and address of the Organization's Section 504 Coordinator, and Civil Rights Compliance Coordinator
- Use effective methods to inform employees and participants about the Organization's discrimination complaint procedure, such as in staff and student handbooks
- Have copies of the complaint procedure and any related forms available in each location to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment

Training and Consultation

- Provide ongoing support and training to administrators and Organization- and building-level staff about civil rights requirements, staff responsibilities, complaint procedures, and related Organization policies and procedures
- Disseminate information and coordinate training for students and/or parents about their rights under civil rights laws, including discriminatory harassment and the Organization's complaint procedures
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding discrimination, discriminatory harassment, and other inquiries regarding civil rights
- Serve as a resource for administrators and Organization- and building-level staff about civil rights issues

Complaints and Investigation

- Respond to students, parents, staff, administrators, and others who report suspicion of civil rights violations, discrimination, or discriminatory harassment. The coordinator should investigate these concerns, institute corrective actions when appropriate, inform the individual about the Organization's complaint procedures, and assist individuals in filing complaints when needed

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- Implement the Organization's discrimination complaint procedure, receive and process discrimination complaints, and oversee the step-by-step process to be sure that timelines are met. Coordinate with the Organization's administrative staff when investigating and responding to complaints and concerns regarding discrimination on the basis of sex or disability
- Conduct and/or coordinate investigations of discrimination complaints in accordance with the Organization's discrimination complaint procedures. This may involve interviewing complainants, respondents, and witnesses; reviewing documents and other relevant materials; and researching legal standards and requirements relevant to the complaint. If the Compliance Coordinator has identified a conflict of interest with respect to a particular complaint, the Compliance Coordinator should recommend that the Organization hire a neutral outside investigator to investigate a particular complaint
- Upon completion of the investigation, provide the superintendent with a written report of the complaint and the results of the investigation in time for the superintendent to respond to the complainant within 30 days after the Organization initially received the complaint
- Organize and maintain records of all complaints filed regarding civil rights, discrimination, and discriminatory harassment, including all formal and informal complaints. At least annually, review complaint files to ensure that the Organization's complaint procedures and timelines are consistently being followed, and to identify any patterns and repeat offenders

Textbooks and Instructional Materials

- Participate in the development and implementation of the Organization's instructional materials policy and bias review criteria with respect to bias pertaining to sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal in textbooks and instructional materials
- Ensure that the Organization evaluates all textbooks and instructional materials for bias, update bias review criteria when needed, and participate on the instructional materials committee when appropriate

Reviewing Systemic Barriers

- Participate in the development and implementation of the Organization's process to routinely

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review disaggregated student discipline data and course and program enrollment data to identify and address potential disparities and systemic barriers based on sex, race, ELL status, and disability

- Continually monitor school programs, activities, and services (including, but not limited to, Advanced Placement courses, Highly Capable Programs, Career and Technical Education courses, Alternative Learning Experiences, extra-curricular activities, etc.) to ensure that all students are given an equal opportunity to participate without discrimination based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal
- Coordinate with the Organization's human resources office to evaluate employment criteria, recruitment, compensation, job classification, benefits, and advertising to ensure that they are not discriminatory

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