



INSTITUTIONAL
COMPLIANCE SOLUTIONS

K-12 Title IX Coordinator Checklist

Title IX Coordinator

- Full Time and without conflict of interest
- Direct report to Superintendent/Director of Schools
- Adequately trained
- Visible/Accessible
- Deputy Coordinator at each school in the district

Policy/Grievance Procedure

- Notice to employees, students, parents on how to file complaint
- Definitions of prohibited conduct, consent and retaliation
- Support/Interim measures for all parties
- Impartial, prompt and thorough investigation for all parties
 - Notice investigation
 - Opportunity to be heard
 - Notice of outcome/Access to report
 - Right to appeal

Training/Prevention

- Employees
 - Annual and separate from other professional development
 - How to identify, report, and prevent sexual misconduct including grooming techniques
 - Resources
- Students & Parents
 - Age appropriate
 - How to identify and report misconduct
 - Resources

Investigator

- Internal or External
 - Trained by expert with sexual violence investigation experience
 - Understand FERPA and confidentiality
 - Impartial and without conflict of interest

Patterns and Trends

- Monitor climate
- Review data related to reports of prohibited conduct (bi-annually)
- Use patterns and trends to drive prevention efforts