



## Job Description

**Job Title: Institutional Equity and Compliance Officer/  
Title IX Coordinator**

**JTC: AQB**

**Salary Range: E06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the overall administrative, management and leadership of assigned area, achieving organizational goals through strategic planning. Requires broad and comprehensive experience, skills and thorough knowledge of organizational policies and practices to achieve district and organizational goals.

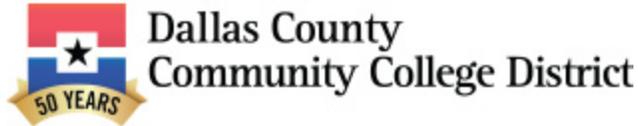
### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires broad knowledge and understanding of state and federal laws and regulations related to the Americans with Disabilities Act, Title IX, Veterans Affairs and other laws and regulations as appropriate. Ability to attain results through critical thinking by assessing situation(s)/issue(s), identifying cause, collecting and analyzing relevant information, generating possible solutions, and resolving in the best interest of the District. Ability to stay current on best practices and new technologies related to state and federal laws and regulations.

Self-starter with a proven record of accomplishment in designing and initiating successful institutional-wide programs and projects advancing diversity, equity and inclusion initiatives. Skilled formulating guidelines and procedures; and developing and implementing new strategies. Demonstrated success coordinating information and data across multiple entities to internal/external constituents and stakeholders, as applicable. Has high ethical standards and the ability to maintain confidentiality of work-related information and materials.

Has integrity and a genuine concern for people and the ability to strike the appropriate balance between the rights and responsibilities of the district and those its employees. Experience working with diverse cultures and ethnicities with the ability to create a level of trust. Able to cultivate and maintain strong and positive relationships with diverse colleagues, administrative leadership and other stakeholders and constituents to meet organizational goals.

Must have strong analytical skills, organizational and team building skills, able to cultivate a positive work environment. Able to multitask and manage multiple projects meeting established guidelines in a



fast-paced work environment. Must be able to present ideas effectively and prepare accurate, high quality reports and documents.

Must have strong written and oral communication skills, along with effective listening, and interpretative presentation skills in order to communicate information and ideas to diverse audiences. Ability to coach, evaluate, mentor, develop, and motivate staff.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities of the position.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree in related field plus four (4) years of work related experience including supervision. Official transcripts are required. Evidence of detailed training and/or proven experience in administering comparable compliance functions and acting as a lead investigator in related areas. Current and valid Texas driver's license required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership in the implementation and oversight of complex programs and initiatives supporting student and employee success at the system level through a broad understanding of equity and compliance requirements. Serves as a primary contact for veterans and qualified dependents under the Military Veterans Full Employment Act. Acts in the role of senior internal investigator in student and employment areas as assigned. Maintains knowledge of best practices and technologies in related areas of responsibility through professional development activities.

Provides oversight of investigations related to Title IX issues and/or complaints alleging discrimination 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. Oversees all aspects of district ADA compliance, including but not limited to the provision of disability-related accommodations for students and employees, and the accessibility of DCCCD, its programs, activities and communications.

Works collaboratively with diverse stakeholders and constituents within the DCCCD network community to provide leadership and programs that foster an inclusive environment. Serves on councils and advisory boards to ensure district equity and compliance goals are represented. Acts as an advocate for positive student and employee relations through the design and delivery of programs that promote diversity, multiculturalism, inclusiveness, non-discrimination and anti-harassment. Listens and responds effectively to clients by addressing concerns/issues in a fair and impartial manner.

Regularly reviews district policies and procedures to ensure compliance with federal, state and local laws and regulations. Develops investigation and complaint resolution processes for use by all locations.



Manages or coordinates multiple projects, set priorities and meet deadlines utilizing independent judgment. Maintains confidentiality of investigations and imparts findings on a need to know basis. Develop and administer surveys, gather data, compile information and prepare reports in a time sensitive work environment.

Utilizes excellent interpersonal, listening, presentation, oral and written communications skills to interact effectively with a diverse array of stakeholders and constituents within the DCCCD community network. Provides exemplary customer service.

Supervises 2-5 employees. Responsible for indirectly managing a budget of \$500,000 for vendor contracted services and/or grant funded initiatives.

Completes required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*