



Title IX FAQ

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The School-Based Title IX Coordinator: Roles & Responsibilities FAQ for K-12 schools

Revised September 2022

Who is responsible for upholding Title IX protections at the school/program level?

All PPS Principals/Program Directors designate a TIX Coordinator annually.

Below are answers to frequently asked questions about the role of liaison or “coordinator.”

I’m confused! I thought this was called a School Compliance Officer (SCO). What’s up?

Before the 2022-23 school year, we did call this role an SCO. But this change is more than just re-branding. Current K-12 best practices have retired the “SCO” and calls for a building leader who is responsible for all things TIX in their building. Examples include prevention education, community engagement, student support services and response to individual incidents. This new approach is intended to align with existing structures within MTSS, going beyond compliance by focusing on early intervention and prevention.. When we looked at our most successful partners at each school, it was clear they were ALREADY leaning into this vision of a TIX Coordinator.

What EXACTLY is the role of a TIX Coordinator, in one sentence?

They are your school’s TIX expert leader and liaison to the district TIX Office.

Who should be in this role?

Assistant or Vice Principal who has comfort, care and commitment to gender equity.

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- Gender Diverse Student Guide, AD
- Support for GDA
- GDA Support
- Best practices
- Restroom Equity (M Gender Referring)
- School climate support
- Policy creation or implementation
- LGBTQ website
- Consultation
- TIX reporting and response to incidents of sexual harassment/assault, non-dating violence, LGBTQ+ bullying
- Partnership with school TIX Coordinator
- TIX leveled responses for intervention and support
- Co-lead TIX investigations
- Direct service to students and families
- School climate, staff training and consultation
- Proceduralized behavior intervention, safety planning & support
- SRC protocol consultation
- Direct service to students, families
- Behavioral supports (SDP/ISP, etc.)
- Consultation w/ children's specialist behaviors
- School based investigations for severe TIX incidents
- TIX related discipline
- Direct support to families
- Staff/stempage allegations when PPS students need to be interviewed
- EMVOTB liaison
- Compliance, data
- Emergency/trauma
- ESAT behavioral safety team
- Consultation, professional development & training

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What is a Coordinator responsible for at their school?

1. Sharing basic TIX information with the school community about how to report and receive help.
2. Promptly respond to all reports.
3. Become informed on how TIX leveled interventions/supports improve school climate.
4. Implement early interventions and skills-based education at Level 1.
5. Monitor student interventions and progress.
6. Apply established disciplinary procedures at Level 2 (when appropriate).
7. Partner with the TIX Office on all Level 3 & 4 incidents (including TIX investigations and disciplinary hearings).

8. Act as the building expert for Title IX and SIRC by educating students, staff and families about rights and protections and connecting them to resources.
9. Participate in TIX PD and share learning with your school-based team.

Do Coordinators have to do all those things by themselves?

No! The TIX Office is here to support and guide you. We offer coaching, consultation and direct support at school (especially as you are building competence and confidence).

Elizabeth Johnson is your primary district partner, and provides on-site support. You are encouraged to consider others in your building who may be key collaborators, including:

- School counselors
- School social workers
- Deans, RJ Specialists, Climate Specialists
- G/QSA Club Advisors
- Consent Culture and Safer Club Advisors (HS)
- Confidential Advocate assigned to your building (HS only)

Does this role connect to other Vice/Assistant Principal responsibilities?

Yes! Keep TIX in mind when working with your SIT and School Climate Teams. When planning staff meetings/trainings, family engagement activities (PTA, Site Council) and school-wide student education events (SEL, Wellness Day etc.).

What if the TIX Coordinator is interested in developing expertise related to their professional growth goals?

The TIX Office offers training and coaching (“I do, we do, you do”) with the goal that you will lead TIX investigations independently. Organizations such as Title IX Specialists and

ATIXA provide nationally-recognized certification for TIX Investigators, Coordinators and Decision Makers.

Where do I begin planning for the new school year? Here is a simple checklist.

- Introduce yourself as the TIX Coordinator to staff, students and parents. Include in your:
 - email signature
 - school website
 - introductions at back to school meetings and events
- Ensure ALL staff, students and parents know how to report and can easily access support when needed
- Decide who your key school collaborators are and discuss how you will work together Complete asynchronous TIX training
 - [Module 1](#): TIX overview and leveled response framework (all building leaders)
 - Module 2: Level 1 and level 2 intervention toolkits (TIX Coordinators)
- Review and understand the district-provided resources (response flow charts, protocols). Share with your admin team and key collaborators. Together, discuss ways to operationalize this in your building.
- Receive personalized consultation and coaching through office hours and/or school visits
- Put up TIX posters in your building
- Review and implement all current No Contact Orders and Safety Plans

For more information go to

www.pps.net/titleix or contact:

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