

FRANCZEK

School District Title IX Team Members Under 2020 Title IX Regulations: Who to Assign and Who to Train?

	Who to Assign: Low-Profile Student Matters	Who to Assign: Higher-Profile Student Matters & Employee-on-Employee Matters	Who to Train
Title IX Coordinator	District-Level Administrator (usually HR or Student Services)* *Note: You must train any person to whom the Coordinator would like to “designate” any responsibilities, including initial meeting with the Complainant. The Title IX Coordinator role is the only role that cannot be outsourced to a non-employee (such as an attorney or consultant). The role must be filled by an employee.		Essential: <ul style="list-style-type: none"> • Title IX Coordinator If Possible: <ul style="list-style-type: none"> • 3-5 District-Level Administrators (for potential delegation, can overlap with other roles) • All Building-Level Principals and APs/Deans (for potential delegation) • Counselors, social workers, and others who might be useful for handling or assisting in the initial meeting with the Complainant on supportive measures

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	Who to Assign: Low-Profile Student Matters	Who to Assign: Higher-Profile Student Matters & Employee-on-Employee Matters	Who to Train
Title IX Informal Resolution Facilitator	You have significant flexibility. Options include building administrators from either the same building as the complaint or another building in the District and District- and Building-Level administrators and employees (especially those with experience mediating complaints involving students). The Informal Resolution Facilitator can, but it is not recommended that it be, the Title IX Coordinator or another Title IX team member for the particular case.	You have significant flexibility, but because of the higher profile nature of these matters, it is not recommended to use lower Building-Level employees. Options include building Principals from either the same building as the complaint or another building in the District and District-Level administrators and employees (especially those with experience mediating complaints involving students). The Informal Resolution Facilitator can, but it is not recommended that it be, the Title IX Coordinator or another Title IX team member for the particular case.	<p>Essential:</p> <ul style="list-style-type: none"> Title IX Coordinator 1-2 District or Building-Level Administrators (can overlap with other roles) <p>If Possible:</p> <ul style="list-style-type: none"> 3-5 District-Level Administrators All Building-Level Principals and APs/Deans Counselors, social workers, and others with experience mediating complaints involving students or employees

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Title IX Investigator	<p>Building-Level AP or Dean</p> <p>*Note: The investigator can, but it is not recommended to be, the Title IX Coordinator or a person to whom the Title IX Coordinator delegated any responsibilities on the same complaint. It also is not recommended that this be the person who served as the Informal Resolution Facilitator.</p>	<p>District-Level Administrator</p> <p>*Note: The investigator can, but it is not recommended to be, the Title IX Coordinator or a person to whom the Title IX Coordinator delegated any responsibilities on the same complaint. It also is not recommended that this be the person who served as the Informal Resolution Facilitator.</p>	<p>Essential:</p> <ul style="list-style-type: none"> Title IX Coordinator 1-2 District or Building-Level Administrators <p>If Possible:</p> <ul style="list-style-type: none"> 3-5 District-Level Administrators (can overlap with other roles) All Building-Level Principals and APs/Deans
Title IX Initial Decision-Maker (on Complaint)	<p>Building Principal</p> <p>*Note: The initial decision-maker cannot be the Title IX Coordinator or the Title IX Investigator assigned to the same complaint; it is not recommended that it be any person to whom the Title IX Coordinator delegated any responsibilities or the person who served as the Informal Resolution Facilitator on the same complaint.</p>	<p>District-Level Administrator</p> <p>*Note: The initial decision-maker cannot be the Title IX Coordinator or the Title IX Investigator assigned to the same complaint; it is not recommended that it be any person to whom the Title IX Coordinator delegated any responsibilities or the person who served as the Informal Resolution Facilitator on the same complaint.</p>	<p>Essential:</p> <ul style="list-style-type: none"> 1-2 District-Level Administrators (can overlap with other roles) <p>If Possible:</p> <ul style="list-style-type: none"> 3-5 District-Level Administrators (can overlap with other roles) All Building Principals Title IX Coordinator

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Title IX Appeal Decision-Maker	<p>Superintendent or another District-Level Administrator</p> <p>*Note: The Appellate Decision-Maker cannot be the Title IX Coordinator, the Title IX Investigator, or the Title IX Decision-Maker assigned to the same complaint. It not recommended that it be any person to whom the Title IX Coordinator delegated any responsibilities or the person who served as the Informal Resolution Facilitator on the same complaint.</p> <p>*Note: It is recommended to use one Appellate Decisionmaker for consistency across cases to the extent possible. The Appellate Decision-Maker can, but is not recommended to be, the Board of Education.</p>		<p>Essential:</p> <ul style="list-style-type: none"> • Superintendent or another District-Level Administrator <p>If Possible:</p> <ul style="list-style-type: none"> • Backup District-Level Administrator • Title IX Coordinator

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