

Job Description

Position title: Director, Student Conduct and Behavioral Assessment and Student Title IX

Job Family: Student Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Director of Student Conduct and Behavioral Assessment and Student Title IX is responsible for developing and implementing a compliance program at the College for: administering the Student Code of Conduct; fact finding and adjudicating Student Code of Conduct cases; leading Behavioral Assessment Team training, case management, committee meetings, staffing; case management and response to Student Title IX reports and cases. The Director of Student Conduct and Behavioral Assessment and Student Title IX co-leads and coordinates Student Title IX compliance with pregnancy and related post pregnancy and parenting accommodations with the Director of ADR. The Director of Student Conduct and Behavioral Assessment and Student Title IX provides interpretation of federal and state regulations and laws, and response, leadership and strategic planning for Student Conduct, Behavioral Assessment and Student Title IX and provides college-wide training on related topics for students and employees.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides interpretation of federal and state regulations and laws, decision making and response for Student Conduct, Student Title IX and Behavioral Assessment cases.
2. Directs strategic planning, administration and coordination of multi-faceted service areas of student conduct, behavioral assessment, and student Title IX, for the department.
3. Assists the Dean of Students and/or Student Affairs Administration to ensure strategic priorities at the College are pursued in a manner that complies with federal, state, and other external regulations related to Student Conduct, Student Title IX and national best practice interventions for behavioral assessment teams
4. Provides crisis response intervention with College Police, academic success counseling, employee relations, legal counsel, and student affairs administration in addressing behavioral assessment cases concerning students and employees.
5. Communicates confidential matters across all lines and departments of the college.
6. Ensures that all student conduct cases are investigated and adjudicated in accordance with PCC Student Code of Conduct and state laws. Prepares and delivers forms, templates, notices, findings, final reports, and "right to appeal" letters for student conduct cases. Schedules, conducts, and documents hearings with students and other parties.
7. Administers PCC Title IX Complaint Processes involving students. Conducts case intake, writes and delivers notices, findings, and closure reports. Organizes and implements interim measures; manages cases and case record systems. Tracks patterns and concerns for PCC Title IX student related issues.

- 8.** Provides training related to due process, evidentiary standards, case documentation, case reporting, confidentiality, and Family Educational Rights and Privacy Act (FERPA) to PCC faculty, staff, and administrators. Develops, organizes, and delivers training to PCC students regarding rights and responsibilities under Title IX and PCC Student Code of Conduct.
- 9.** Develops, administers, and monitors Student Conduct and Student Title IX budgets. Assists Chief of Police or designee with Behavioral Assessment Team threat assessment training budget. Allocates resources to benefit students and employees; administers the functional contract proposals and manages the selection and approvals of contracts in compliance with College Procurement and Contracts policies.
- 10.** Recommends and revises procedures related to Student Code of Conduct and Student Title IX and participates in policy development and management related to Student Code of Conduct and Title IX.
- 11.** Leads, directs, and manages projects related to creating and sustaining an infrastructure for Student Conduct, Student Title IX, and Behavioral Assessment Team/Committee. Develops and maintains databases and case management systems for PCC Student Code of Conduct, Title IX, and Behavior Assessment Team.
- 12.** Provides leadership and serves as system administrator for Symplicity database system to include database access, reporting systems, training, usage, and oversight for various College departments (College Police, Counseling, Instruction, Behavioral Assessment Team/Committee, Student Title IX, Student Affairs Administration) using the Symplicity database.
- 13.** Builds and sustains a comprehensive, collaborative, best practice-based team (PCC-BAT) that identifies, monitors, and intervenes in behaviors which pose a risk of harm to self or others in the college community.
- 14.** Communicates and collaborates with city and county law enforcement, behavior health providers, domestic violence assistance groups, and sexual assault centers as needed in regard to Title IX, Student Conduct, and Behavior Assessment Team.
- 15.** Assists with Student Title IX pregnancy and parenting accommodations in coordination with Access and Disability Resources and Human Resources and provides faculty and student information and guidance regarding general pregnancy and parenting student obligations under Title IX
- 16.** Provides subject matter expertise and consultation to PCC stakeholders regarding Student Title IX, Student Conduct, and Behavior Assessment Team. Prepares defensible, written materials that may be used in legal or administrative hearing proceedings. Manages cases that do not rise to the level of formal Student Conduct cases or formal Title IX complaints.
- 17.** Responds to questions from College departments, College Board of Governors, Executive Administration, College Legal and Police, and external agencies and institutions regarding issues or policies related to Student Conduct, Student Title IX, and College Behavioral Assessment Team/Committee.
- 18.** Collaborates with cross-functional collegewide team to support College Behavioral Assessment Team/Committee to support student and employee success, including prioritizing and assigning work, providing and ensuring employee training.
- 19.** Supervises, prioritizes and assigns work, and conducts performance evaluations, making hiring, termination and disciplinary recommendations.
- 20.** Directs and provides ongoing case management for: formal and informal Student Conduct, Student Title IX including student pregnancy and post pregnancy/parenting, and Behavioral Assessment Team/Committee.
- 21.** Maintains certification through the Association of Title IX Administrators (ATIXA or the equivalent) for Deputy Title IX Certification for handling student cases and through the National Association for Behavioral Intervention and Threat Assessment (NABITA or the equivalent) required for leading the

College Behavioral Assessment Team, and yearly training requirements as described in federal regulations,34 C.F.R. part 106.

22. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of interviewing and investigative methods and procedures.
3. Knowledge of advising and counseling practices.
4. Knowledge and application of organizational and time management principles.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in positive, productive, and flexible customer service.
8. Skill in problem solving.
9. Skill in program development and process improvement.
10. Skill in public speaking.
11. Skill in people leadership and supervision.
12. Skill in budget/resource management.
13. Ability to adapt and maintain professional composure in emergent and crisis situations.
14. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
15. Ability to develop and maintain effective and positive working relationships.

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
- Master's degree in a closely related field of study preferred.
- Five (5) to eight (8) years of related experience with Title IX, Civil Rights, and Student Conduct required.
- Eight plus (8+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience preferred.
- Certified Title IX Coordinator by ATIXA or equivalent required.
- NABITA Threat Assessment or equivalent certification training preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License