

## Safety Compliance Officer/Trainer, Title IX Coordinator

**Position Title:** Safety Compliance Officer/Trainer, Title IX Coordinator  
**Contract Term:** 12-month  
**Accountable To:** President  
**Salary:** \$60,697 - \$65,900

**Summary of Position:** This position is responsible for providing a safe and secure school environment. Will maintain safe conditions on all TMC campuses, patrol and guard all campus properties, buildings and grounds and perform other related work as required.

As the Title IX Coordinator, has primary responsibility for oversight of the College's Title IX efforts including but not limited to coordination of TMC's efforts to comply with statutory and regulatory requirements as it relates to Title IX laws and regulations; oversight of college-wide education, training and outreach programming related to Title IX; coordinating and executing in a timely manner TMC's response and investigation of complaints pursuant to Title IX, including sexual harassment and sexual misconduct, and ensuring that complaints are handled through consistent practices and standards; identifying and addressing patterns or systemic problems; and, monitoring and oversight of implementation of Title IX compliance.

Position is "on call" status 24 hours per day / 7 days per week for problems that may arise concerning the campus.

### **JOB CHARACTERISTICS:**

**Personal Contacts:** Requires frequent/daily contact with the public, employees and staff that will require skilled application of appropriate oral communication and human relation techniques.

**Supervision Received:** Supervised by the President.

**Supervision Given:** Supervises Security personnel.

### **RESPONSIBILITIES:**

- Provide a uniformed presence for the safety of student, employees and visitors.
- Patrol and provide security for all campus buildings and grounds and guard against crime, including theft and vandalism.
- Watch for and report fire hazards and unsafe conditions to the proper authorities and immediately report fire and accidents to the proper authorities.
- Supervise employees.
- Responsible for all disease prevention and protection duties, policies and procedures on campuses.
- Investigate complaints and incidents according to established procedures.
- Receive, record, and act upon appropriately any student, staff, faculty complaints and incidents.
- Work in collaboration with V.P. of Students and other appropriate administrators in student complaint incidents.
- Assist with crime prevention/awareness education.
- Remain current and adhere to legal requirements that affect students in higher education, i.e., FERPA, HIPAA, ADA, OSHA, CLERY Act, and/or all governing guidelines related to TMC when it comes to safety.

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- Plays a lead role in the oversight and coordination of Title IX compliance. Monitors compliance with all applicable TMC policies. Serves as a liaison to state and federal government compliance and investigation officers.
- Maintains confidential records/files of complaints and incident reports.
- Works with and supervises Title IX investigators to ensure prompt, thorough, objective and confidential investigations of complaints of discrimination and harassment, including sexual misconduct.
- Periodically assesses the campus climate and conducts reviews of TMC programs to ensure compliance with Title IX and policies dealing with discrimination, harassment and related misconduct.
- Develops and conducts training and education related to Title IX and policies dealing with discrimination, harassment and related misconduct for students, faculty and staff. Responds to inquiries from students, faculty and staff regarding policies and rights and responsibilities under the policy.
- Works collaboratively with the V.P. of Students and Human Resources to ensure informed and consistent communication in policy implementation, provide oversight of investigations and grievance procedures for complaints of alleged discrimination, harassment, sexual misconduct, interpersonal violence or stalking. Reviews recommendations for sanctions, discipline and remedies for policy violations to ensure consistency. Works with community partners who provide support to students with Title IX concerns.
- Stays abreast of state and federal regulations and laws and trends in the field of education related to harassment and other discriminatory practices related to Title IX and informs TMC of implementation requirements.
- Prepares reports on Title IX compliance efforts and complaint activity, and makes recommendations for action to appropriate decision makers.
- Entering data into a database for statistical information and reporting for federal compliance and Clery Act Reporting Requirements and other related reports as necessary.
- Conducts interviews related to safety and compliance issues and maintains detailed documentation.
- Providing referrals to other resources when appropriate.
- Report unusual or suspicious occurrences to proper authorities.
- Maintain radio communications with law enforcement agencies as directed.
- Prepare incident reports, log calls received and complete other record keeping as required.
- Develop and maintain liaisons with tribal and county resources to facilitate disaster plan development, response effort coordination and exchanges of personnel and equipment.
- Represent TMC for emergency response procedures for tribe and county.
- Participates in emergency and disaster related training and develop training for employees and students. Responsible for conducting fire drills each semester (fall, spring and summer).
- Plan and direct response or crisis management activities.
- Coordinates all emergency training for employees and staff – including drills and mandatory training.
- Establish a central repository for all safety related documents, reports and procedures.
- Establish and maintain contact with area law enforcement, emergency management agencies, fire department, health care facilities and any other applicable agencies.
- Frequent meeting and regular contact with functional leaders on all campuses.
- Deals tactfully and courteously with the public.
- Enforce parking and smoking rules and guidelines on all campuses.
- Provide campus escorts for safety and security purposes.
- Attend all scheduled college functions and meetings as required.
- Serve on college committees as appointed.

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- Performs other position related duties as required.

#### **JOB REQUIREMENTS:**

**Knowledge:** Fosters mutually beneficial relationships with outside agencies, partner programs and training institutions. Knowledge of relevant equipment, policies, procedures and strategies to promote effective security operations for the protection of people, data and property. Knowledge of federal, state, and tribal laws regarding students, records, privacy; knowledge of college policy and procedures and mission statement.

**Skills:** May require working a flexible schedule and unusual hours due to the needs of the college. Must be able to return to campus in emergency situation. Requires high level of accuracy in maintenance of records. Possess proficient computer skills. Demonstrated strong interpersonal, verbal communication and writing skills. Possess strong analytical skills and ability to follow specific instructions.

**Abilities:** Must be able to handle stressful emergency/crisis situations. Must be able to work in a fast-paced and deadline driven work environment. Must be organized, reliable, logical and rational under pressure.

**Physical Demands:** Duties will routinely require travel to other campuses. There is also the potential for elevated risk due to the potential of working in a hostile environment. May require long periods of sitting and working on the computer. May require lifting up to 50 lbs.

#### **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice; OR
- Associate Degree in a related field along with five years' experience in a security related position; OR
- Law Enforcement certification and training such as ND Peace Officer, BIA Law Enforcement Certificate or other State/Federal Police Officer licensure along with 2 or more years' experience in this field.
- Valid North Dakota driver's license

#### **PREFERRED QUALIFICATIONS:**

- Knowledge of Security and Law Enforcement methods and techniques; legal rights of citizens in general and students in particular and training in law enforcement.
- Experience as a Title IX Coordinator or Investigator.
- CPR/First Aid/AED Certified
- FEMA / Emergency Management certification training.
- OSHA 500/501 Authorized Trainer/OSHA Training/certification.

Written: 11/15

Revised: 9/16, 10/17, 11/21, 11/25