

**Job Title:** Student Advocacy & Safety Coordinator  
**Department:** Student Services  
**Reports To:** Student Services Director  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 01



## **SUMMARY**

The Student Advocacy and Safety Coordinator is instrumental in the coordination of student services and compliance to federal equity programs. The Coordinator must be knowledgeable of federal and state laws prohibiting discrimination against all protected classes, including race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status in its programs or activities. The Coordinator must be knowledgeable about state laws and district policies concerning student safety and will work with schools and families in the areas of reintegration plans and threat assessments. The Coordinator will work with other WCSD departments, school administrators, parents, and community agencies in supporting school safety and student learning.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Participates in the development and implementation of the district's Title IX policy, including investigating formal complaints involving sexual harassment and sexual assault violations.

Monitors WCSD Title IX compliance efforts (with regards to students) and makes recommendations for appropriate modifications, including developing a status tracking system.

Assists with the implementation of federal & state equity programs. Provides training and/or handles complaints which are under the purview of the Director of Student Services (i.e., Title VI: Discrimination of any protected class, including bullying, non-sexual harassment, as well as other safe school violations, and Section 504 of the Rehabilitation Act).

Works directly with WCSD counselors and administrators in complying with anti-discrimination practices in schools, implementing supportive measures and school-based restorative practices.

Assists with the continued implementation of school-based threat assessments using the Comprehensive School Threat Assessment Guidelines (C-STAG).

Works directly with administrators and families in creating and implementing student reintegration plans,

Coordinates with agencies within the community including the Juvenile Justice System (JJS) to improve the access to and the use of restorative justice programs for safe school violations.

Conducts school and district reviews regarding compliance to Civil Rights regulations and requirements, including disseminating updated information, providing resources, and working as a member of a team in completing state and federal audits and reports.

Participates in the analysis of data through State Equity Labs and utilizes such data to promote and coordinate access for all students to course offerings, participation in extracurricular activities, etc.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledgeable of Title IX of the Education Amendments Act, including current legal and judicial decisions related to gender equity.

Knowledgeable of federal and state laws prohibiting discrimination against all protected classes, including race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status in its programs or activities.

Knowledge of state laws and district policies related to school safety.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

A minimum of a Master's Degree and related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

An active professional level Utah educator license or related services license issued by Utah State Board of Education.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>Student Services Director</b>		Date: <b>06/14/2022</b>
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>06/16/2022</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>Student Services Director</b>	Date: <b>04/26/2024</b>
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	