



Methods of Administration (MOA): Designation of Coordinators

What civil rights coordinators are required for my district?

- There are two types of required civil rights coordinators that fall under the purview of MOA:
 - Title IX
 - Section 504

Methods of
Administration
(MOA): Designation
of Coordinators

What is required for the designation of coordinators?

- Districts must have at least one employee designated and authorized to coordinate Title IX and Section 504 compliance
 - Coordinator(s) must be designated and actually serving at all times
 - The person coordinating Title IX, must be referred to specifically as the Title IX Coordinator
- For larger school districts, it may be appropriate to assign multiple coordinators.

Methods of Administration (MOA): Designation of Coordinators

What are some of the requirements of the designated coordinators?

- Districts must have at least one employee designated and authorized to coordinate Title IX and Section 504 compliance
 - Coordinator(s) must be designated and actually serving at all times
 - The person coordinating Title IX, must be referred to specifically as the Title IX Coordinator
- For larger school districts, it may be appropriate to assign multiple coordinators.

Methods of
Administration
(MOA): Designation
of Coordinators

Additional Considerations for Designating Coordinators

- Coordinators must be able to act independently to conduct investigations
- Coordinators should avoid any potential conflicts of interest. Some roles that might present a conflict of interest include:
 - General Counsel
 - Dean of Students
 - Superintendent
 - Principal
 - Athletics Director

Methods of Administration (MOA): Designation of Coordinators

Additional Considerations for Designating Coordinators (Continued)

- Coordinators must have the appropriate authority to coordinate the recipient's civil rights compliance.
- Coordinators must be protected from any unlawful retaliation. Retaliation as a result of a complaint or investigation would be in violation of civil rights laws.

Methods of
Administration
(MOA): Designation
of Coordinators

Additional Considerations for Designating Coordinators (Continued)

- Coordinators must have the appropriate authority to coordinate the recipient's civil rights compliance.
- Coordinators must be protected from any unlawful retaliation.

Methods of
Administration
(MOA): Designation
of Coordinators

Coordinators' Visibility

- Recipients must notify the school community of the coordinator's name/title, office address, telephone number, and email addresses including in the Notices of Nondiscrimination.
- School community must include:
 - Applicants for admission and employment;
 - Parents or legal guardians
 - Employees; and
 - All unions or professional organizations holding collective bargaining agreements with the recipient.
- U.S. Department of Education collects and publishes coordinators' names and contact information.

Methods of Administration (MOA): Designation of Coordinators

Coordinators' Training

- Subrecipients must ensure that coordinators are appropriately trained.
- Coordinators should possess comprehensive knowledge in all areas over which they have responsibility, including the recipient's policies and procedures.

Methods of
Administration
(MOA): Designation
of Coordinators

TITLE IX COORDINATOR SPECIFIC TRAINING REQUIREMENTS

- ☐ Title IX Coordinators must receive training on:
 - ☐ The definition of sexual harassment in 34 C.F.R. § 106.30;
 - ☐ The scope of the recipient's education program or activity;
 - ☐ How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable; and
 - ☐ How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- ☐ Materials used to train Title IX Coordinators must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.
- ☐ All materials used to train Title IX Coordinators must be made publicly available on the recipient's website, or if the recipient does not maintain a website, these materials must be made available upon request for inspection by members of the public.

Questions?

Please email us at moa@isbe.net or call (217) 524-4832 for any additional questions or clarification.

Methods of
Administration
(MOA): Notices of
Nondiscrimination
