

## Title IX Coordinator / Compliance Officer Requirements/Job Description

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- The Academy does not discriminate on the basis of sex in education programs or activities it operates, and the Academy is required by Title IX not to discriminate in such a manner.
- Questions regarding Title IX may be referred to The Academy's Title IX Coordinator / Compliance Officer or to the Office of Civil Rights.
- If any part of a school, district, vocational school, or college receives Federal funds for any purpose, all of the operations of the school are covered by Title IX.
- *Title IX protects employees, students and applicants for admission and employment, and other persons from all forms of sexual discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity and femininity.*
- All students (as well as other persons) at recipient institutions are protected by Title IX-regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities.
- The Title IX Coordinator / Compliance Officer has the primary responsibility for coordinating The Academy's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of The Academy, including a nondiscriminatory environment and prohibits retaliation for the purpose of interfering with any right or privilege secured by Title IX.
- The Title IX Coordinator / Compliance Officer plays a crucial role in helping The Academy's staff, employees and students understand their legal rights and responsibilities under Title IX including, but not limited to:
  - Ensuring that all policies and procedures meet Title IX requirements.
  - Conducts regular training for staff outlining their rights and obligations for Title IX, including how to appropriately respond to reports of sexual misconduct, how to report and to the extent to which counselors and advocates may keep a report confidential.
  - Additionally, conducts regular training for students to help them understand Title IX rights with regards to sexual misconduct.
    - This training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options, (including reports to responsible employees and potentially local law enforcement / confidential reporting to counselors or advocates), the grievance procedure to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct situations, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals who can provide confidentiality / support services and the employees who must report incidents to the Title IX Coordinator / Compliance Officer and protection under Title IX for retaliation.
  - Investigations
    - The Academy is responsible to provide adequate, reliable and impartial investigations of reports and complaints of sexual misconduct.
    - The Title IX Coordinator / Compliance Officer oversees:
      - Determining if a complaint or report upon investigation constitutes sexual misconduct;
      - Appointing an investigation team upon determination that a violation has occurred;
      - Complaints and reporting are handled in a systematic, prompt and timely manner;

- Inform and confirm all parties of the grievance process and the right to and procedures for an appeal, if applicable;
  - Securely maintain all investigative information and documentation and;
  - Ensure compliance timeframes specified in the grievance process are followed.
- Upon a completed review, if a finding of sexual misconduct is identified, the Title IX Coordinator / Compliance Officer will determine if Academy sexual misconduct policies and procedures need to be modified and adopted to include but not limited to:
  - Increased monitoring or supervision where sexual misconduct occurred
  - Increased education and prevention measures and who this additional information is necessary
  - Reviews proposed sanctions against the perpetrator to see if such measures may reasonably prohibit / prevent a reoccurrence of sexual misconduct
- Title IX Coordinator / Compliance Officer evaluates requests for confidentiality by those reporting or filing a complaint regarding sexual misconduct.
- Monitoring
  - The Title IX Coordinator / Compliance Officer is responsible for:
    - Coordinating a survey regarding the climate of sexual appropriateness within The Academy
    - Analyzing the data from this survey
    - Reviewing all reporting / complaints and data associated with any alleged sexual misconduct
    - Review of The Academy sexual misconduct policies and procedures to ensure compliance with Title IX regulations
    - Maintaining secure files related to sexual misconduct (grievances, reports, complaints and other records of sexual discrimination)
    - Assessing Academy policies, procedures and sanctions on a regular basis and recommending modifications when appropriate
    - Coordinating overlapping obligations between Title IX and Compliance Officer including training, prevention and education
    - Regularly informing Owners / Operations Directors of sexual misconduct awareness and potential modifications of policies and procedures to prevent or eliminate sexual misconduct and
    - Ensures policies and procedures are in place in the event of needing to work with local law enforcement and coordinating local advocacy groups, including rape crisis centers.
- Interim Measures and Remedies
  - Follow procedures to ensure complainants equal access to The Academy's programs and education;
  - Determining if any interim measures should be taken before a final decision
  - Making the complainant aware of resources available including, but not limited to such as:
    - Victim's advocacy
    - Housing assistance changes
    - Academic support
    - Counseling
    - Disability services
    - Health assistance (both mental and physical)
    - Legal Assistance
- Under Title IX regulations, sexual misconduct against a student includes sexual harassment, sexual assault, rape and sexual exploitation.

- The Title IX Coordinator / Compliance Officer oversees The Academy's response to reports and complaints that involve possible sexual discrimination.
- The Title IX Coordinator / Compliance Officer monitors the outcomes and looks for developing patterns across The Academy entire student population.
- Cassandra Schaffer is The Academy's Title IX Coordinator / Compliance Officer and can be reached in Financial Aid office of The Academy or by phone at (701)478-1772 or email at [cassandraschaffer@tspafargo.com](mailto:cassandraschaffer@tspafargo.com)
  - The Academy's Title IX Coordinator / Compliance Officer is responsible to ensure all Academy Policies and Procedures are implemented, including all aspects of Campus Security and Safety, to provide an environment in which students are protected and void of sexual exploitation and discrimination.
- A student may contact the Title IX Coordinator / Compliance Officer to:
  - Seek out information / training regarding a student's rights and courses of action under the Title IX regulation;
  - File a complaint or report of sexual discrimination / misconduct
  - Notify The Academy of an incident / policy / procedure that may raise Title IX concerns;
  - Seek confidential information or available supporting resources relating to sexual misconduct / discrimination and;
  - Ask questions regarding The Academy's policies and procedures related to sexual misconduct / discrimination.
- If any Title IX Coordinator / Compliance Officer conflict of interest occurs regarding a policy, procedure, or incident, the student may contact another member of The Academy to express their concern, or report an incident.
- Any inquires or complaints that involve potential Title IX violations, can also be referred to the U.S. Department of Education Office for Civil Rights, which can be reached at The Academy's Dept. of Education Regional Office, by phone (303) 844-3544 or mail at U.S. Department of Education Office of Secretary's Regional Representative; Regional Office, Federal Bldg.; 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, or can be referred to the *Educational Opportunities Section* of the Civil Rights Division of the U.S. Department of Justice at <http://www.justice.gov/crt/complaint/#three>
- The Title IX Coordinator is responsible to read the following information and to meet the outlined requirements.

**Understanding the role of Title IX Coordinator / Compliance Officer can be found at**  
<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf>

**Responsibilities and Training information**  
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201504-title-ix-coordinators.pdf>

### **Technical Assistance**

Please contact the OCR (Office of Civil Rights) regional office serving your state or territory by visiting <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> or call OCR's Customer Service Team at 1- 800-421-3481; TDD 1-800-877-8339.

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# Certificate of Completion

This is to certify that

**Cassandra Schaffer**

has successfully completed the requirements for the following online course:

**CM140 - Title IX and VAWA Training: Building Safer Campuses**

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**December 30, 2024**

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**Continuing Education Credit: 4 Hours**

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