

Manager - EEO

Under the Direction of the Director of Fair Practices and Compliance, the Manager of Equal Educational/Employment Opportunity ("EEO") oversees and directs the EEO and Title IX Compliance Unit. This unit promotes equal educational/employment opportunity in Baltimore City Public Schools ("City Schools"), and it responds to and provides support regarding complaints of discrimination filed by students, employees, and other City Schools stakeholders, as well as requests for accommodations under the Americans with Disabilities Act ("ADA") and other federal and state laws and Baltimore City Board of School Commissioners ("Board") policies. In addition, this unit supports schools and offices in redressing sex-based discrimination (including sexual harassment and retaliation) under Title IX of the Educational Amendments of 1972 ("Title IX") and applicable Board policies.

Essential Functions

- Coordinates City Schools' responses to complaints by students, employees, and other stakeholders alleging discrimination in employment, educational programs, and activities ("EEO complaints"), based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations.
- Manages support functions and activities associated with ensuring compliance with federal and state laws regarding equal educational/employment opportunity ("EEO"), as well as applicable Board policies, including Policies JBA (Nondiscrimination - Students), JBB (Sex-Based Discrimination - Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination - Employees and Third Parties), ACB (Sexual Harassment - Employees and Third Parties), ACD (ADA Reasonable Accommodations), and the accompanying City Schools Administrative Regulations.
- Conducts thorough, prompt, and fair internal investigations of EEO complaints, including planning investigative methods to be used; gathering documents and evidence; interviewing complainants, respondents, witnesses, and other individuals; conducting site visits; preparing fact-finding reports and recommendations; and collaborating with the Office of Human Capital and other departments and staff regarding those investigations and their outcomes.
- Supports investigations of EEO complaints by school-based and office-based staff and/or outside counsel or contracted investigators.
- Supports schools and offices in redressing sex-based discrimination (including sexual harassment and retaliation) under Title IX and applicable Board policies.
- Responds to EEO complaints filed with external administrative agencies (e.g., S. Equal Employment Opportunity Commission; U.S. Department of Education, Office for Civil Rights; Maryland Commission on Civil Rights; and Baltimore City Community Relations

Commission), including preparing position statements and coordinating responses to regulatory inquiries and fact-finding conferences.

- Mediates and utilizes alternative resolution and problem-solving processes to resolve EEO complaints, as appropriate.
- Coordinates and/or facilitates the implementation of complaint resolutions with schools, as well as other City Schools' offices and departments, as appropriate.
- Advises City Schools staff on EEO matters, including implementation of consent decrees and conciliation agreements, as well as general EEO-related guidance.
- Coordinates interactive processes in response to requests for accommodations based on disabilities, religion, pregnancy/parenting, etc.; provides support to students and employees seeking such accommodations; and advises schools and offices regarding implementation of accommodations.
- Develops, designs, and conducts system-wide training for employees on EEO-related issues, including all-staff annual training and updates, as well as targeted -in-service training and professional development for supervisors and other specific groups of employees; monitors compliance with EEO training requirements.
- Keeps abreast of all pertinent federal, state, and local legislation, regulations, case law, best practices, professional standards, and current and evolving trends in EEO compliance.
- Proactively anticipates EEO-related issues relevant to decision making and provides updates to school system staff on relevant legal decisions, legislation, policies, and regulations which may impact school system practice.
- Identifies areas for policy improvement and recommends programs, strategies, and other collaborative activities to prevent discrimination and promote EEO compliance.
- Assists in the design, development and implementation of support and awareness-raising programs for students and their families regarding EEO-related initiatives (e.g., preventing bullying, harassment, and intimidation; respecting religious diversity; combatting hate crimes; and supporting LGBTQ+ students and other stakeholders), in collaboration with other City Schools offices, such as the Schools Office and the Office of Equity, to integrate these efforts with City Schools' wholeness and equity initiatives.
- Maintains confidential and sensitive information.
- Designs, implements, and utilizes data gathering and reporting procedures to track and monitor data on EEO complaints, investigations, training, and initiatives, including compiling and analyzing data for compliance reports.
- Participates in EEO-related professional organizations and activities.
- Supervises work of staff investigator(s).
- Provides support in EEO-related litigation and other legal matters, as needed.
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal and state laws, school board policies, and the professional standards.

Maximum Salary\$112,750.00

Minimum Salary\$100,222.00

Desired Qualifications

- Bachelor's degree, J.D. or advanced degree in a related field is preferred. Degree must be from an accredited college or institution.
- Five years of recent progressively more responsible professional experience in business or school administration, preferably involving human resources, EEO compliance, or a closely related field.
- Extensive experience preferred in conducting investigations in schools and/or other organizations, preferably involving EEO-related complaints, including sex-based discrimination under Title IX and ADA accommodations.
- Extensive knowledge of EEO-related, laws, regulations, principles, and practices preferred, including investigative methods and techniques, such as trauma-informed interviewing and engagement.
- Excellent interpersonal, oral, verbal, and written communication skills, including the ability to make persuasive presentations and conduct engaging and effective compliance training and professional development.
- Demonstrated organizational skills and experience in assessing, analyzing, interpreting, and resolving complex problems/situations.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Skill in dealing with sensitive, complex, and confidential human resources, EEO, and legal issues.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
<http://www.baltimorecityschools.org>

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.