

IMPLEMENTATION

- A. The Superintendent of Schools holds primary responsibility for the operation and success of the Affirmative Action/Title IX/Section 504 Program. This responsibility will be shared by the Superintendent and the Affirmative Action/Title IX/Section 504 Coordinator.
- B. These shared responsibilities include, but are not limited to the following:
1. Managing the organization, implementation, and all continuing aspects of the Affirmative Action/Title IX/Section 504 Program;
 2. Disseminating information and guidelines and interpreting federal and state requirements as may apply to students and employees;
 3. Working with administrators and supervisory staff to identify and correct problem areas;
 4. Maintaining records and reports relating to recruitment, hiring interviews, disciplinary action, promotion, transfer, and termination in order to comply with existing requirements;
 5. Initiating remedial actions or correcting any unlawful practices which may be brought to the coordinator's attention;
 6. Reporting to the MSAD #46 Board of Directors, when necessary, any findings and recommendations for enforcing compliance with the program.
- C. Each person charged with screening, selection, hiring, and promotion of applicants or employees in the District is responsible to the Superintendent of Schools for:
1. Prevention of unlawful discrimination and enforcement of the District's Affirmative Action/Title IX/Section 504 Policy;
 2. Identification and reporting to the Affirmative Action/Title IX/Section 504 Coordinator problem areas in interpretation or application of policy guidelines and the disposition of any charges or grievances involving alleged discrimination;
 3. Maintenance of such records, reports, and documents as are required to conform with existing law.