



Coord 7 / Diversity and Equity

Purpose Statement

The job of Coord 7 / Diversity and Equity is done for the purpose/s of developing, implementing, coordinating and aligning equity and diversity activities and efforts; planning, directing, coordinating, assisting and is the internal consultant to the superintendent (or designee), executive leadership team, directors and principals regarding equity, diversity and multi-cultural matters concerning staff, students and families; collaborating with families, community members and school staff to organize the creation of a comprehensive plan to ensure equity and diversity in education; facilitating the district's efforts to assure educational equity and academic success for all students and provides guidance, resources, and technical assistance to schools by developing parent and family engagement plans.

This job reports to Executive Dir Student Services

Essential Functions

- Acts as the internal consultant on equity, diversity, and multicultural concerns providing staff support, coordinating committees, task forces and community groups for the purpose of focussing on diversity and multicultural matters.
- Acts as the liaison between members of communities of color, other diverse groups, and the district for the purpose of improving relations, communication and resolving concerns.
- Assists in the development and implementation of systems and procedures to address the needs of culturally and linguistically diverse parents and families to include providing information and resources to families in their home language as well as in English for the purpose of expanding access to English language training and resources to parents.
- Assists schools in addressing the needs of low-income and culturally and/or linguistically diverse students and families for the purpose of improving relations and increasing student achievement.
- Collaborates with appropriate government and public agencies to increase access for low-income students and families to public assets that could provide better quality of life for children (e.g. parks, libraries, recreational facilities, civic and cultural venues, etc.) for the purpose of fostering community participation among families and providing opportunities to engage parents, educators, and care providers resulting in positive activities for children.
- Designs implements, and facilitates workshops, presentations and professional development regarding diversity and equity for the purpose of building the capacity of district and school staff to more effectively engage staff, students and families to improve student academic achievement.
- Develops strategic plans for parent and family engagement that considers the role of parents, families and communities in the academic success of their children for the purpose of addressing the social, cultural and economic factors affecting the educational readiness of children.
- establishes partnerships with public and private stakeholders for the purpose of establishing and maintaining community relations.
- Helps community organizations and related stakeholders (e.g. Family support, early childhood education, child care, health and mental health, social services, etc.) for the purpose of connecting with students, parents and families in need of services.
- Locates and develops funding sources for the purpose of supporting diversity and equity through grant opportunities.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides support and guidance to district and building level staff in evaluating curricular materials for the purpose of insuring that materials purchased address issues of diversity and culture in substantive and appropriate ways.
- Serves as a member of the district student services team for the purpose of providing perspective relative to diversity and equity.
- Serves as ombudsperson in mediating parents and student concerns for the purpose of assuring timely and positive resolution to concerns.
- Supports parents and families in understanding their educational options and providing comprehensive information, resources, and support for the purpose of assisting them in making informed choices for their children.
- Works with district staff and schools to develop systems capacity to assist parents and families challenged by language and cultural barriers for the purpose of improving communication and understanding between schools, students and their families.
- Works collaboratively with building administrators in implementing site-based approaches for the purpose of improving community access and involvement.
- Works with district staff to identify actions the district and schools can take to support parents, families and communities for the purpose of ensuring all students are ready and able to reach their full educational potential.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: public relations policies and procedures; community resources; and personnel practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is

performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 7