



**Job Description**  
Prepared/Revised: April 2022

Job Title: **Coordinator-Equity and Engagement**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **3117**  
 FLSA Status: **Exempt - P**  
 Pay Range: **L13**

**SUMMARY:** Assist the Executive Director of Equity and Engagement building knowledge, skill and capacity in our system to create and sustain equitable experience for all students, families and staff. Collaborate with building administrators, school equity teams, district departments, and students to deliver ongoing opportunities that promote racial consciousness, cultural humility, equity mindedness, and an inclusive education experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to teacher, school, parent and community needs including informal requests. Supporting teachers and school leaders with questions and needs related to content-specific standards, curriculum, instructional design, and assessments, and actively partnering with community members and organizations. Work collaboratively with other content coordinators and district leaders to support and improve instructional practices and curriculum implementation.	D	20%
2. Research best practices in curriculum development. Develop, design, adjust and implement curriculum resources and tools that support teachers in ensuring student mastery of the content specific standards.	W	15%
3. Design or identify and implement subject area assessments in conjunction with the assessment department, ensuring effective assessments.	W	15%
4. Provide staff development in best practice instruction specific to Equity and Engagement as appropriate. Provide professional development support, training, coaching, walkthroughs with administrators and teachers to improve the implementation of the instructional programs and materials that support content curricula and district curriculum frameworks.	W	15%
5. Collaborates with the District's Communication department and the District Equity Team to support strategic projects to develop and deliver an Equity Action Plan that clarifies the diversity, equity and inclusion mission, key priorities, and benefits to internal and external audiences. This action plan will help inform and engage District employees, staff, teachers and community members in strategic Equity and Engagement programs and events.	W	15%
6. Plan and lead level specific standing committee meetings. Communicate information to all district stakeholders.	W	5%
7. Research and coordinate the selection of instructional materials in identified content area. Oversee the process for adopting instructional materials.	M	5%
8. Conduct program reviews, develop new programs and/or courses, and revise curriculum frameworks as needed to align with National or State Framework changes. Inform administrators and teachers about changes, best first instruction in the delivery, pacing, and implementation of the resources that are chosen.	Ongoing	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's Degree plus additional coursework required in an area relevant to the position including Leadership and/or curriculum, standards, Language Acquisition/Instruction, English as a Second Language or related field preferred
- Bachelor's degree in related field required.

- Five (5) years of experience in instructional leadership and/or equity and engagement.
- Previous successful experience working with adult learners preferred.
- Coursework in Linguistically Diverse Education preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Driver’s License

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent facilitation skills.
- Critical thinking and problem solving skills.
- Presentation skills.
- Demonstrated knowledge and understanding of racial consciousness development, racial identity development, culturally responsive pedagogy, critical race theory, and ladder of inference.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber- security with respect to student and staff data, and related information systems
- Personal computer and keyboarding skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and associated technology.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Executive Director-Equity and Engagement	3116

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job does not have an supervisory responsibilities		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develop, manage, and responsible for content area district and grant budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit			X	
Use hands and fingers, to handle or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	