

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

AFFIRMATIVE ACTION/CHIEF EQUITY OFFICER/TITLE IX COORDINATOR

JOB GOAL

To ensure equal educational opportunity for all students in the district and equal employment opportunity for all employees in compliance with current statute and code.

QUALIFICATIONS

- 1. New Jersey standard certification with an administrative, instructional or educational services endorsement.
- 2. Demonstrated knowledge of federal and state anti-discrimination laws and regulations.
- 3. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system.
- 4. Experience in curriculum review and staff development activities as determined by the board.
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

- 1. Develops and coordinates an affirmative action/equity program that promotes nondiscriminatory employment and school/classroom practices.
- 2. Oversees the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct past discriminatory patterns and practices.
- 3. Participates in the ongoing review and development of the district's educational equality and equity policies.
- 4. Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies.
- 5. Makes recommendations for corrective measures when necessary. Notifies all students and staff of district grievance procedures for handling discrimination complaints and administers the grievance process. If assigned, investigates specific complaints and preserves evidence that may be useful in determining the validity of those complaints
- 6. Monitors in-service training, recreational or social programs to determine if there is equal access for all employees.
- 7. Reviews required professional development programs for certificated and noncertificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
- 8. Conducts the required annual internal district monitoring to ensure continuing compliance with state and federal statutes and code governing educational equity.
- 9. Reviews guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members, and recommends corrective steps when necessary.
- 10. Reviews curriculum guides, guidance services, standardized tests, extracurricular programs, athletic

programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.

- 11. Develops guidelines for professional staff on what constitutes discriminatory school and classroom practices.
- 12. Ensures the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.
- 13. Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.
- 14. Monitors equal access to facilities and a harassment-free school environment for all employees and students.
- 15. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
- 16. Monitors the overall implementation of Title IX for the school district and coordinating compliance with Title IX in all areas covered by the implementing regulations.
- 17. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

ESSENTIAL SKILLS/ABILITIES

- 1. High integrity and ethical standards.
- 2. Excellent leadership and organizational skills.
- 3. Excellent verbal and written communication skills.
- 4. Creative analytical and problem-solving skills.
- 5. Proficiency with technology resources.
- 6. Regular attendance.
- 7. Ability to traverse school facility and grounds.

REPORTS TO

Superintendent or Designee.

TERMS OF EMPLOYMENT

Work year to be determined by the board

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **February 12, 2009**
 AMENDED: **July 28, 2022**

Legal References:

<u>N.J.S.A.</u>	10:5	Law Against Discrimination
<u>N.J.S.A.</u>	18A:4A-1 et seq.	Legislative finding and declaration
<u>N.J.S.A.</u>	18A:6-5	Inquiry as to religion and religious tests prohibited
<u>N.J.S.A.</u>	18A:6-6	No sex discrimination
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u>	18A:18A-17	Facilities for handicapped persons
<u>N.J.S.A.</u>	18A:26-1, -1.1	Citizenship of teachers, etc.
<u>N.J.S.A.</u>	18A:29-2	Equality of compensation for male and female teachers
<u>N.J.S.A.</u>	18A:35-1	Course in history of the United States in high school
<u>N.J.S.A.</u>	18A:35-28	Required holocaust and genocide instruction
<u>N.J.S.A.</u>	18A:36-20	Discrimination; prohibition
<u>N.J.A.C.</u>	5:23-7	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u>	6A:7	Managing equality and equity in education
<u>N.J.A.C.</u>	6A:8	Standards and assessment
<u>N.J.A.C.</u>	6A:9	Professional licensure and standards
<u>N.J.A.C.</u>	6A:15	Bilingual education
<u>N.J.A.C.</u>	6A:16	Programs to support student development
<u>N.J.A.C.</u>	6A:32-6	School employee physical examinations
<u>N.J.A.C.</u>	6A:32-14	State and federally mandated programs and services

Americans with Disabilities Act, 42 U.S.C.A. Section 12101 et seq.

Executive Order 11246 as amended

Equal Pay Act of 1963 as amended, 29 U.S.C.A. Section 201

Title IX of the Education Amendments, of 1972, 20 U.S.C.A. Section 1681

Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972, 42 U.S.C.A. Section 2000 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 794 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)