

Job Description

Job Title: **Equity and Engagement Partner**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2024**

Job Code: **1062**
 FLSA Status: **Exempt: P**
 Pay Range: **L9**
 Work Year: **12 months**

SUMMARY: Serves as an Equity and Engagement liaison between students, staff, and families and school or district to help drive the vision for a culturally inclusive community and identity safe environment that allows all students and families to see themselves in each school as thriving members. Relay the needs of one to the other. Support stakeholders on how to address equity issues within the school and district. Serve as a school-based intermediary contact for concerns and comments made by families and community members. Expand opportunities for continued learning, voluntary community service, and civic participation. Develop community collaborations; promote sharing of power with families as decision-makers; and help families understand the educational system so they can become better advocates for their children’s education.

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. Collaborate with district departments to support strategic projects and engagement opportunities aligned to the district equity objectives. Collaborate and support the Instructional Coaches, Instructional Coordinators, and site coordinators to align and address specific learning goals and district initiatives. Assist department Directors with establishing and maintaining meaningful partnerships that provide access and voice to all community constituents, especially those historically underrepresented. Assist administrators and equity teams with planning site-based professional development, identifying opportunity gaps, and recommending possible solutions to address such gaps.	D	20%
2. Support in the creation of a process for identifying professional learning t needs for students, staff, and families on best practices in parent/family advocating. Assist with the development and facilitation of professional learning workshops, classes, and activities determined by needs analysis. Create opportunities for multilingual parents/families, families of students with disabilities, or who are underrepresented because of socio economics and/or racial barriers to participate in education initiatives and enrichment opportunities. Monitor and ensure that professional learning complies with local, state, and federal regulations and policies.	D	20%
3. Develop and initiate collaborations between schools, the district, and community organizations to facilitate the use of community resources by parents/families as needed. Collaborate with district departments to ensure an updated contact list of school and community partnerships is maintained. Support the Equity and Engagement department with ongoing professional learning and in the support of family outreach liaisons.	D	15%
4. Evaluate district engagement programs by conducting surveys to assess the needs of families at their local school and/or district; review annual reports to evaluate the effectiveness of their parental/familial involvement programs; develop, analyze, and distribute the results of parent surveys to the school’s leadership team and/or district level staff.	D	15%
5. Facilitates public relations by serving as the point of contact and a liaison between the schools, parents, the district communications team, and community.	D	15%
6. Support the Department of Equity and Engagement in monitoring school efforts to engage students/staff/families. Monitor and evaluate student, staff, and family engagement efforts at the district level. Develop a system to maintain records of engagement for students, staff, and family activities, reports, surveys, funding, annual program evaluations, and communications to parents in collaboration with communications and the Department of Culturally and Linguistically Diverse Education.	D	10%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with a major in a related trade or field or four (4) years of specific related experience may be substituted for this educational requirement.
- Three (3) years of successful classroom teaching or related experience.
- Minimum of three (3) years of experience working with community and/or family/parent groups (in addition to the above if experience if used in lieu of a degree).
- Bilingual Spanish is strongly preferred.
- Master’s degree preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel frequently among school locations.
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to interpret data and identify opportunity gaps or disproportionalities.
- Ability to engage while seeking multiple perspectives and listening mindfully for critical perspectives.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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 maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Google Applications, Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director of Equity and Engagement	3116

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
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			
Up 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.	
Close vision (clear vision at 20 inches or less)	X
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	
Moderate	X
Loud	
Very Loud	