



Kirkwood Staff Of Color Building Liaison

DEPARTMENT:	Schools	REPORTS TO:	Executive Director of DEI
WORK SCHEDULE:	Seasonal	COMPENSATION:	Annual Stipend
FULL/PART-TIME:	Part-Time	FLSA STATUS:	Exempt

Position Description

Kirkwood Staff of Color (KSOC) Building Liaisons provide support for teachers directly in each building. They also support staff to help build community and promote a sense of belonging in the building. KSOC Building Liaisons provide culturally responsive mentoring and coaching alongside professional development and leadership opportunities relevant to their needs. KSOC Building Liaisons intentionally support teachers' relationship with building administration so that as a team, they can foster and cultivate a school environment that will allow teachers to thrive.

Task Title	Essential Job Functions	Percent of Time Spent
Mentorship	<ul style="list-style-type: none"> ● Intentionally ensure all staff feel a connection or have check-ins as needed ● Connect with KSD Mentors and Parent Equity groups when applicable ● Communicating and advertising for participation in KTOC/DEI events ● Support administrators to ensure diverse representation on interview committees ● Utilize Employee Assistance Program resources to support staff ● Liaison/support person for staff in meetings as requested ● Support the purpose of KTOC (see purpose statement) 	30%
Communication	<ul style="list-style-type: none"> ● Communication of and participation in district-led Kirkwood Staff of Color Opening Lunch ● Communicating with and intentionally welcoming staff who are new 	20%
Planning and Meeting	<ul style="list-style-type: none"> ● Support the Building level Strategic plan, particularly in the area of diversity, equity, and inclusion ● Attendance at KTOC Professional Development sessions and KSD Collaborative Networking Event <ul style="list-style-type: none"> ● Lead affinity group for district (non-building specific) staff and students with the support of the Executive Director of DEI or District Mentor for Teachers of Color when available (at least two connection events) ● Schedule quarterly meetings with administrators to ensure good relationships and trust and share relevant information from KTOC/DEI PD 	30%

Professional Development	<ul style="list-style-type: none"> ● Connect staff to appropriate resources when they have concerns ● Supporting staff with difficult conversations (particularly those about diversity, equity, and inclusion, providing guidance, advice, feedback and support) 	20%
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The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact my individual work/job tasks

Qualifications

Required

- Valid Missouri driver’s license

Preferred

- **Education:** Bachelor’s degree in education, engineering, computer science, or related field, from an accredited institution

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including Microsoft Office applications.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Customer and personal service: Principles and processes for providing customer and personal services.
- **Advanced:** N/A
- **Expert:** N/A

Skills

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Speaking, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Time management, Coordination, Instructing, Social Perceptiveness

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- **Occasionally (Up to 2.5 hours or 32% of the day):** Reading Comprehension, Active Learning, Negotiation, Service Orientation, Complex Problem Solving, Judgement and Decision-Making
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science, Material Resource Management, Systems Analysis, Systems Evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Standing, Walking, Balancing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Sitting, Carrying/Lifting, Finger Dexterity, Multi-Limb Coordination, Reaching, Repetitive Motion, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Climbing, Pushing/Pulling

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields. Occasionally exposed to varying, inclement weather conditions.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 17, 2024

