Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Language, Culture & Equity Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - Program Specialist**	Pay Range:	**PS40H**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**50640**

SUMMARY: Responsible for providing administrative and organizational support to the director and coordinators of the department. Manage schedules, coordinate bilingual communications, handle inquiries, and provide high-level customer service with cultural competence, de-escalation, and mediation. Research and build reports and presentations regarding departmental topics. Coordinate and communicate with external stakeholders and partners, including other school districts and the Colorado Department of Education. Advise and counsel the department director and coordinators on strategy and equity considerations, manage resources and systems, support staff, provide budget planning information, build and maintain partnerships, and manage financial, human resources, and payroll-related tasks. Build and maintain departmental website and communications in English and Spanish.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Field questions, complaints, and concerns regarding equity issues within PSD from community, parents, staff, and/or students. Utilize de-escalation strategies and mediation as needed to solve high-level and potentially litigious concerns. Serve as a central point of contact for department staff, District staff, community partners, and community members. Independently resolve sensitive public and internal concerns and/or refer to appropriate personnel.
2. Provide empathetic and empowering bilingual support and resources for any staff, student, or family member that may be experiencing any financially-related living crisis or other inequity. Interpret meetings and/or translate documents as needed. When necessary, serve as notary public for our culturally and linguistically diverse families and provide this service in both English and Spanish and with technological and interpretive support for over 70 languages. When necessary, coordinate all federal Title complaints, including, but not limited to, Title IX complaints. Manage incident reporting tool for the department and/or District as needed.
3. Provide administrative and clerical support to department director and staff, including notetaking in English and Spanish. Manage Director's calendar and email bilingually. Schedule appointments, meetings, and reserve meeting rooms. Make travel arrangements as necessary. Support department staff with logistical matters including purchasing and scheduling. Handle and maintain sensitive and confidential information.

4. Serve as primary contact for District office regarding any community, staff, student, or family that needs Spanish support, and provide linguistically and culturally inclusive customer service for the entire PSD community.
5. Serve as a resource by counseling and advising department leadership on issues related to inclusion and/or equity. Manage equity-centered student discipline/concerns. Consult on equitable and inclusive staffing practices and build systems to organize federal and state compliance mandates.
6. Provide budget planning information and assist in creating department budgets that comply with grant parameters. Prepare, reconcile, and monitor department operating and capital budgets, grants, bonds, and PSA accounts. Prepare and present budget and logistical reports for each of the department branch meetings. Maintain financial reports and paperwork. Issue restricted checks and maintain and reconcile petty cash and purchasing card expenses. Process purchase orders and warehouse orders.
7. Build and maintain positive department climate and culture in collaboration with the Director and other departmental leadership. This includes culturally responsive and equitable practices to ensure the most diverse staff in the District feel welcome and valued for their unique contributions.
8. Prepare, compile, and complete human resources and payroll paperwork. Complete and process employee reports, leave time, and attendance. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring and training process and maintain a database of personnel data and files.
9. Research, compile, organize, analyze complex data, and prepare reports and presentations. Maintain databases, OneNote, and internal staff resources on a variety of information. Initiate, compose, and edit bilingual correspondence, forms, newsletters, and memos. Update and maintain department communications and website bilingually. Take and transcribe meeting minutes in both English and Spanish. Support LCE Director and all LCE staff in prioritizing and building and managing projects. Support LCE staff in meeting critical deadlines around projects and daily work.
10. Screen and/or interview candidates for bilingualism levels. Ensure the success of new LCE employees through their first months of work. Serve as the mentor and trainer of all Title I office managers and registrars.
11. Serve as primary point of contact for financial management and audits within the department. Maintain documentation and paperwork for auditing purposes and conduct internal audits of department processes to ensure federal, state, and district compliance. Coordinate contracts for the department and collaborate with the finance, legal, and grants departments to perform these duties.
12. Manage public relations and build and maintain department website for LCE in English and Spanish. Ensure resources and information are current, accurate, and accessible.
13. Serve on and attend various employee team meetings and attend all departmental staff meetings. Serve on building's crisis response and prevention team. This position also doubles as building's initial first aid and CPR response; provide CPR and first aid response as needed.
14. Coordinate and prepare special staff, family, and community projects and events. This includes planning and preparing for specific events that target the specialized needs of those who have historically marginalized identities, taking into consideration language, culture, background, and prior experiences of participants. These plans need to include how to overcome barriers to access and practices that ensure participants feel valued, heard, and welcomed. These events are usually District-wide with hundreds to thousands of participants.
15. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required; post-secondary courses in business administration, office management or equivalent preferred
- Three or more years' experience in a clerical, office manager, secretarial, or bookkeeping role required
- Bilingual in Spanish required
- Minimum of three years' experience working with diverse populations of both adults and students, including experience with Title I schools and McKinney-Vento programming
- One year's experience with budget management and grant/federal grant reporting preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Notary Public certification required upon hire
- Criminal background check required for hire
- CPR, AED, and First Aid certified and agreement to maintain certification throughout employment

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English and Spanish language skills
- Interpersonal relations skills
- Math and accounting skills
- Advanced computer skills
- Advanced Microsoft Excel skills, including ability to create pivot tables and advanced formulas
- Advanced skills in PowerSchool ERP, including Business Plus, Synergy, Perform, and Records
- Advanced skills with Consolidated Federal Program Applications platform
- Ability to learn new and complex computer programs
- Ability to handle crisis situations
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to build and maintain a positive work environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, OneNote, Outlook, all Google programs, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, human resources, purchasing, and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Language, Culture, and Equity Department	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			

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

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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