ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

# JOB DESCRIPTION

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| Title: | Educational Equity and Family Engagement Coordinator | Reports To: | Assigned Administrator |
| Department: | Assigned Site/Department | Bargaining Unit: | ☐ CSEA 860<br>☐ CSEA 27 ☐ Confidential<br>☐ AEA ☐ Management<br>☒ Unrepresented |
| Hours: | Varies | No. of Work Days: | 190 |
| FLSA Classification: | ☐ Exempt<br>☒ Non Exempt | Type: | ☐ Reclassification<br>☒ Update of job description<br>☐ New job description |
| Salary Schedule: | ☐ Contract<br>☐ Executive Cabinet<br>☐ Principal/Assistant Principal<br>☐ Certificated Director<br>☐ Classified Director<br>☐ Certificated Coordinator<br>☐ Classified Supervisor/Coordinator<br>☒ Unrepresented | | ☐ Confidential<br>☐ CSEA 27<br>☐ CSEA 860 |
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## GENERAL SUMMARY OF DUTIES:

Under the direction of the Site leadership, the Educational Equity and Family Engagement Coordinator will support the overall development and implementation of the schools equity plan to address the academic gaps that exist for historically underrepresented and underserved populations

General summary of duties: Educational Equity and Family Engagement Coordinator is responsible for managing various activities that serve the campus community by fostering inclusive excellence and cross-cultural understanding. Specifically, she/he will provide leadership to assist the school in closing the academic opportunity gap, reducing exclusionary discipline and levels of truancy by helping to improve campus climate, raise student consciousness and self advocacy skills, raise adult developed cultural and racial awareness of self, develop deep meaningful parental involvement, and create collaborative relationships with outside agencies to support students and families.

**DUTIES OF THE JOB**:

- Collaborate with staff to address issues of race/ethnicity, language, religion and other differences in order to increase staffs understanding of how to better engage students in instruction
- Participate in the planning of and delivering of professional development surrounding the topic of equity & cultural competence
- Assist in identification, design, implementation and evaluation of practices in engaging students and families of historically under achieving and underserved populations *E*
- Provide students with highly relevant empowerment-based workshops, lectures, dialogs, and academic training sessions
- Serve as liaison with agencies to support goals of family and community engagement *E*
- Develop and maintain cooperative and collaborative working relationships between stakeholders including families, school staff, students, involved agencies and the broader community
- Perform other task as requested to help realize the site's theory of action goals *E*

**EDUCATION AND EXPERIENCE**:

Bachelor's degree within an area related to the scope of responsibilities associated with diversity and inclusion work (i.e. Psychology, Sociology, etc.) is desired. The successful applicant will have previous experience in education working with diverse students and families.

**KNOWLEDGE AND SKILLS**:

- Demonstrated cultural competence in working successfully with diverse groups
- Knowledge of the principles of student development theory and social justice
- Ability to initiate and manage diversity related programming
- Excellent skills in sustaining interpersonal relationships and organizing opportunities to further engage students and families in academic success
- Excellent skills in organization and planning, interpersonal communication, public speaking, research and writing, and event management
- Strong analytical and multi-tasking abilities
- Ability to work with historically underachieving and underserved parent and student populations
- Willingness to be self-reflective, flexible, and open to constructive feedback
- Desire to grow through personal and professional development opportunities
- Dedicated team player and visionary self-starter
- Ability to initiate and maintain professional relationships with various constituent groups

**PHYSICAL REQUIREMENTS:**

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

| Activity | Frequency | | Activity | Frequency |
|---|---|---|---|---|
| Bend | 2 | | Lift/Carry 0-10 lbs | 3 |
| Twist | 2 | | Lift/Carry 11-25 lbs | 2 |
| Squat | 2 | | Lift/Carry 26-40 lbs | 2 |
| Kneel | 2 | | Lift/Carry 41-100 lbs | 2 |
| Climb | 2 | | Stand | 3 |
| Reach Above Shoulder | 2 | | Walk | 3 |
| Grip/Grasp | 2 | | Sit | 3 |
| Extend/Flex Neck | 2 | | Drive | 2 |
| Use Right Hand | 2 | | Perform Repetitive Hand Motions | 2 |
| Use Left Hand | 2 | | Keyboarding/Mouse Work | 3 |
| Ability to See | 2 | | Ability to Hear | 4 |

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.