



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SPECIALIST COMMUNITY AFFAIRS
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8025
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates efforts and programs that support the community and employees. Develops relationships with community and District stakeholders to ensure the District's equity goals are being met. Creates and builds a Community Affairs unit to address equity issues and to partner with the community and District offices to meet needs to support students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Creates and plans programs that engage and support the community and employees
Develops and expands relationships with civic organizations, parents, and others as to strengthen the District's equity goals
Works closely with stakeholders and employees committed to Racial Equity Policies
Provides supports to the community and program providers as to improve outcomes for students and parents as it relates to access and equity
Receives and responds to reports from the community about equity concerns
Reports to the community the status of the equity initiatives in JCPS
Ensures that project/department milestones and goals around equity are met
Works in partnership with community-based program providers to develop and implement programs that promote community equity
Works with internal departments to develop an internal and external equity plan that promotes a culturally responsive and inclusive workplace, community, and classroom
Works with community coalitions to develop programs, events and new initiatives that promote equity
Establishes a unit of Community Affairs to address the equity needs as defined by the equity scorecard, the policy, and the strategic plan
Collaborates and coordinates with other operating units as needed
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree, Master's Degree in Supervision
Three (3) years of related work experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with community partners

Skill in public speaking and working with multiple partners and stakeholder groups
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Experience in a diverse workplace
