



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

JOB TITLE:	SPECIALIST DIVERSITY HIRING
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:	8475
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides support and guidance in relation to minority recruitment and retention in the hiring of JCPS employees, especially at the administrative level, Grade 8 and above. Collaborates with Human Resources, the JCPS Recruiter, and all Hiring Supervisors and Principals, to ensure a fair, inclusive, and equitable hiring process. Recruits, hires, and promotes, with Equal Employment Opportunity principles in mind, and through implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including vacancies in upper level management.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with Human Resources and Senior Management to establish and implement a strong Equal Employment Opportunity (EEO) policy, and hiring guidelines
- Consults with Hiring Supervisors, serves as one member of the interview committee, or as a resource to the hiring process, when a central office administrator vacancy is to be filled
- Provides immediate training and/or additional follow-up when necessary or requested
- Collaborates with JCPS Recruiter for supporting minority teacher recruitment and initiatives
- Collaborates with Administrator Recruitment and Development for supporting, recruiting, and retaining minority leaders and candidates
- Collaborates to support with Outreach, University Partnership, Communication, and other Marketing initiatives
- Maintains appropriate documentation, and reports regularly to the Chief Equity Officer, Superintendent, and the Board of Education
- Sets, monitors, and supports goals for diversifying staff across departments and schools
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Perform other duties as assigned by supervisor and collaborates closely with the Chief of Human Resources

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, 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.

#### MINIMUM QUALIFICATIONS

- Master's Degree or higher with Kentucky Certification in Administration or Master's Degree in Human Resources or related field
- Five (5) years of successful teaching experience or Human Resources, Diversity, or related field as a Classified Administrator
- Proven leadership experience with diverse populations
- Effective communication skills

DESIRABLE QUALIFICATIONS
Proven understanding of SBDM laws and regulations
Experience in a diverse workplace