



REVISED: 07/01/2021
Submitted: 06/22/2021

JOB TITLE:	SPECIALIST DIVERSITY, EQUITY, POVERTY ADMINISTRATION
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4222
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of projects, programs or activities in the Diversity Equity and Poverty Division, having moderate impact on the District occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of major projects, districtwide programs or activities
- Develops, establishes or administers project, program or activity
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned
- Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity
- Prepares and/or assists in preparation or reports, records and other documentation as required
- Accumulates and researches data, documents and other pertinent information as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepares, delivers or assists with training opportunities as appropriate
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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 being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

- Kentucky Professional Certification in Administration and/or Supervision
- Bachelor's Degree
- Three (3) years of successful experience in area of assignment
- Successful leadership experience
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace