



NEW: 07/01/2020
Submitted: 06/09/2020

JOB TITLE:	COORDINATOR DIVERSITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8120
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists in supporting Diversity, Equity and Poverty Programs and implements community inclusion strategies targeted towards internal and external groups.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Utilizes media platforms to communicate with community members and internal stakeholders
- Meets with community partners to market programs and determine initiatives
- Serves as liaison between departments, unit leaders, and outside agencies
- Monitors content on DEP webpage, Blog and newsletter
- Works in conjunction with IT to ensure that all departments' databases remain up-to-date
- Maintains list of DEP programs and locations, and dates
- Maintains Google Drive documents for internal and external viewing
- Collaborates with departments and community members to accommodate community concerns and requests
- Provides assistance to the Chief Equity Officer in departmental and District affairs that focus on equity
- Provides technical assistance to District and school staff in areas of assignment
- Assumes responsibility for and assists designated supervisor in short range and long range planning as assigned
- Supervises and directs the works of committees and task forces 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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Three (3) years of successful experience in community engagement and parent involvement
- Three (3) years of experience in digital content management
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Evidence of strong interpersonal and leadership skills
- Prior experience in an educational institution

Experience in a diverse workplace