



NEW: Submitted:  
07/01/2020 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