



NEW: Submitted:  
05/24/2023 05/23/2023

JOB TITLE:	RACIAL EQUITY ENVOY
DIVISION	DIVERSITY, EQUITY, POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	SCHOOL YEAR
FLSA STATUS:	
JOB CLASS CODE:	0
BARGAINING UNIT:	

#### SCOPE OF RESPONSIBILITIES

Racial Equity Envoys compliment instructional staff with curricular, instructional, and pedagogical support at the school level by addressing school climate and culture. They will serve as a direct line of communication and support between schools and the Department of Diversity, Equity, and Poverty (DEP).

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Attends monthly professional learning with the Anti-Racist Specialists

Facilitates professional learning in the school

Assists administrative team with embedding racial equity in year-long PD Plan

Assists instructional staff by modeling culturally responsive teaching and pedagogy

Completes all trainings and other requirements as assigned and by the designated deadline

Keeps informed of all expectations outlined within the JCPS Racial Equity Policy

Keeps informed of all resources and supports available to classroom educators from the Department of Diversity, Equity, and Poverty

Promotes pertinent information related to racial equity in JCPS to faculty, staff, students, families, local community, and stakeholders

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite to provide active supervision of students as required by Kentucky State Law.

#### PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek: balancing, crawling, feeling, grasping, lifting up to 50 pounds, pulling up to 50 pounds, and pushing up to 50 pounds. The following physical activities are required frequently (up to 75%) of the workweek: bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100%) of the workweek. Driving is not required for this position.

#### MINIMUM QUALIFICATIONS

Kentucky Teacher Certification

Effective communication and presentation skills

Effective self-reflection skills

Possesses a willingness to acquire foundational knowledge of culturally responsive teaching and pedagogy

DESIRABLE QUALIFICATIONS

Desire for leadership through a heightened understanding of one’s own assumptions, biases, identities, and values

Working knowledge of anchor documents housed within the Department of Diversity, Equity, and Poverty