



## JOB DESCRIPTION

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**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

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<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Equity and Inclusion Specialist	Individual Contract

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<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Equity and Inclusion Coordinator	May 2019

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**JOB SUMMARY**

Under the Supervision of the Equity and Inclusion Coordinator, the Equity and Inclusion Specialists provide district-wide supports for student learning by helping students, parents, teachers, and other school staff to give priority to educational equity and cultural relevancy into student engagement, parent engagement, community engagement, and staff development. Also serves as a liaison between families and the school district to help develop and sustain a trusting and supportive relationship that will benefit students, families, and the district to increase student achievement.

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**TASK NO.**

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The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Help students and families understand and navigate the school system and help families fill out school paperwork as necessary and appropriate (e.g. school registration, immunizations, free and reduced lunch applications, transportation services, scholarship applications, target services, athletic participation, etc.).
2.	Facilitate communication between students, parents, and school staff to ensure student achievement and the social/emotional development to promote school success.
3.	Work with the Equity and Inclusion Coordinator to support a positive building climate that leads to educational equity, inclusion and student achievement for all students regardless of student race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, or sexual orientation.
4.	Under the supervision of the Equity and Inclusion Coordinator, bridge support and knowledge between teachers, students and families in order to improve student achievement and close the gap in alignment with the strategic goals of the District.
5.	Work with teams in partnership designated to analyze school data to develop action plans to ensure educational equity and inclusion for all students.

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**JOB TITLE**

Equity &amp; Inclusion Specialist

**CONTRACT REFERENCE**

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The essential functions of this job include, but are not limited to, the following fundamental job duties:	
6.	Provide training opportunities as appropriate to District staff.
7.	Partner with the Equity and Inclusion Coordinator to develop, implement and evaluate strategies to increase cultural responsiveness.
8.	Establish and develop strong district-wide community relationships (to cultivate the possibilities of post-secondary success, engage in service learning, and to connect our students and families with community resources.)
9.	Meet and participate with student assistance and intervention teams by providing multiple perspectives.
10.	Facilitate student groups.
11.	Other duties as assigned.

**QUALIFICATIONS** (Specific training or job experience required before appointment)**Required Qualifications:**

- B.A. or B.S. in education, behavioral sciences or related field
- Experience with various cultural family systems
- Experience working with students and families in an equity / cultural role
- Ability to inspire and motivate students
- Effective communication skills
- Ability to influence staff in areas of educational equity, inclusion and relevance
- Ability to maintain professional composure while dealing with a variety of personalities, situations, and stress
- Ability to utilize technology in learning opportunities
- Ability to keep information confidential

**Preferred Qualifications:**

- Bi-lingual speaker

**Additional Information:**

- Must be willing to and able to work in the following conditions: busy, noisy, with consistent interruptions
- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 10 pounds, reaching, stooping, walking, standing, bending, crouching

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**ORGANIZATIONAL RELATIONSHIPS**

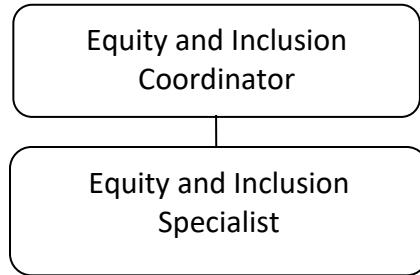
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**JOB TITLE**

Equity &amp; Inclusion Specialist

**CONTRACT REFERENCE**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.