

Nyssa School District Job Description

Job Title: Diversity, Equity and Inclusion Coordinator
Reports To: Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

The Diversity, Equity and Inclusion Coordinator plays a crucial role in promoting a culture of belonging within the school district. They are responsible for developing and implementing programs, initiatives, and strategies that foster a sense of community among students, staff, and families. The Diversity, Equity and Inclusion Coordinator collaborates with various stakeholders to ensure that all members of the school district feel valued, respected, included, and are contributors to our excellence by assessing school, family and other community needs; coordinating family involvement, family support activities and community outreach programs across the district in response to those needs and by assisting in the coordination of the planning, implementation, monitoring, communicating and evaluation of activities and services for families and other community members at school facilities and in the community. Provides oral interpretation services and written translations for district school wide programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Create, implement, and manage diversity, equity and inclusion programs and initiatives tailored to the specific needs of the school district.
3. Collaborate with school administrators, teachers, and support staff to identify areas where belonging and inclusion can be enhanced.
4. Implement strategies to address bullying, discrimination, and other issues affecting students' sense of belonging.
5. Foster positive relationships between families, schools, and the community to create a sense of belonging for all stakeholders.
6. Acts as a liaison between parents and community members and other agencies and organizations.
7. Organize community events and activities that promote inclusivity and celebrate diversity.
8. Promotes projects and programs to the community; developing and distributing program information; responding to questions regarding programs and the District.
9. Develop and deliver training sessions and workshops for staff and faculty on topics related to diversity, equity, and inclusion.
10. Communicate regularly with staff, students, families, and the community to share progress and promote belonging initiatives.
11. Collect and analyze data related to diversity, equity and inclusion to identify trends, areas of improvement, and success stories.

12. Stay informed about federal and state laws and regulations related to diversity, equity, and inclusion in education.
13. Performs a variety of regular clerical duties, such as filing, typing or duplicating materials. Provides appropriate input and information as requested for record-keeping, program data, time sheets, and other documentation.
14. Design, compose and public a newsletter with information about extracurricular activities and community/district resources.
15. Provides supervision as needed and maintains a safe environment for students at all times.
16. Appropriately maintains and secures confidential records and inquiries.
17. Professionally represents the school and the District in interactions with parents, community, staff and students.
18. Maintains appropriate certifications and training hours as required.
19. Complies with applicable District, state, local, and federal laws, rules and regulations.
20. Accurately performs interpretation functions for school and district community outreach, parent involvement, and family assistance.
21. Reads, understands, and carries out oral and written communication clearly and concisely in English and Spanish.
22. Communicates with bilingual/bicultural or other families and students to develop their awareness, understanding, and appreciation for their role as self advocates.
23. May serve as interpreter during parent-teacher conferences, special education meetings, disciplinary referrals, and other school-based meetings as needed.
24. Interprets and translates, when necessary, student communication to staff and students interacting with other students.
25. Teaches classes or parents on various activities assigned.
26. Leads and participates in the District Equity Committee
27. Develops and applies the District Equity Lens tool in policy, curriculum, and operations
28. Assist/provides transportation to students and families to community resources for the receipt of social services.
29. Participates in professional development opportunities to advance interpreting skills beyond basic levels.
30. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service programs, workshops and staff meetings, as directed.
2. Provides back-up support to other staff.
3. Report issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** A Bachelor's degree is required. Three (3) years of successful experience working with students and families is preferred. Demonstrated knowledge of child and adolescent growth and development is required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with individuals and effectively communicate on their behalf. Establish and maintain effective working relationships with those contacted in the course of work.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, parents, staff and community. Ability to read and interpret documents such as safety rules, IEP's, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to prepare routine reports and correspondence with high degrees of accuracy and professionalism.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to read and interpret various charts, bar graphs and similar visual data depictions.
- **Reasoning Ability:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to type accurately and proficiently in English and Spanish. Have an in-depth understanding and operational knowledge of social media platforms and how these platforms can enhance district communications.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of disabled students. Ability to work with parents, students, and community agencies.
- **Certificates, Licenses, Registrations:** A valid Oregon Driver's License is required. Must have or be able to obtain various certificates, licenses and/or registrations as required by federal, state or local law(s) and/or determined by the district.

PHYSICAL DEMANDS

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 employee is regularly required to talk, hear and see. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school office setting, and occasionally includes other locations, inside and outside of buildings, within the district and at external sites. The noise level of the work environment is usually low to moderate, but occasionally high depending upon the location, the student population and current activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may occasionally be exposed to contagious diseases, bodily fluids and blood-borne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared Date: January 2024

I have read and understand this job description.

Signature:

Date: