



Job Description

Job Title: Equity Coordinator

Supervisor: Director of Equity Assessment and Strategic Operations

Job Classification: Exempt

Pay Grade: 42 – Grant Funded

Contract Length: 245 Days

Job Summary

Position is responsible for ensuring equity is embedded in the work of all schools by coordinating the development and implementation of state mandated cultural competence training. The position focuses on issues of diversity that includes race, gender identity, religion, national origin, color, ancestry, creed, sexual orientation, homelessness, ability, physical, social-emotional learning or any other characteristic protected by law. Position supports planning, developing, implementing, and monitoring the division's equity strategic plan components.

Essential Duties

1. Monitors relevant data points across departments related to opportunity, access, and achievement for all students and partners with departments to develop recommendations to address metric gaps. Data specific to unfinished learning, student engagement, and disproportionate impacts of extended school closure will serve priority areas of focus.
2. Collaborate with division staff in selecting and/or designing evidence-based interventions to address matters related to community, parental, student, and staff diversity.
3. Coordinates programs and services that will support and enhance the academic success for each student as outlined in the divisions strategic plan.
4. Collaborate across departments to develop and provide programming and services that support and enhance the overall success of each student.
5. Assist in the development and coordination of effective communication strategies, in partnership the Office of Community Relations, to support, enhance, and celebrate cultural diversity efforts in schools and across the division.
6. Plan, design, organize, prepare, deliver, and assess effectiveness of professional development opportunities to address equity, cultural competence, culturally responsive practice and other diverse needs of all division staff.
7. Provide consultation and professional development to division staff on issues of diversity that effect teaching and learning, learning environments, and stakeholder engagement.
8. Collaborate with the Department of Teaching and Learning and the Director in the development and implementation of programs and curricula to improve the academic performance of each student.
9. Coordinate efforts with other departments/offices to provide leadership to enhance the capacity of all licensed instructional staff to use culturally responsive practices that support student learning.
10. Collaborate across departments to develop initiatives in alignment with the division's strategic plan, and Virginia Department of Education guidance, that promote academic and social engagement for all students across schools, and that cultivate awareness and understanding of equity.
11. Establish and maintain collaborative relationships with community organizations to promote the division's equity and student achievement initiatives.
12. Serves on local, regional, and state committees.
13. Support the update and maintenance of the department website and organize resources for all stakeholders.
14. Stays abreast of the most current research in assessment to evaluate the division's testing program on a continuing basis and recommend changes as necessary.
15. Ensures compliance with applicable federal, state, and local laws and regulations.
16. Models nondiscriminatory practices in all activities.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Equity Assessment and Strategic Operations or other appropriate administrators.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Master's Degree in education or related field and an Administration and Supervision Prek-12 endorsement required. Bachelor's required, (Master's degree preferred) from an accredited college or university. Must hold or be eligible to obtain a Virginia Teaching License, Virginia Postgraduate Professional License in administration and supervision preferred with a minimum of three years of successful classroom experience. Preferred experience in the design and facilitation of professional development for adult learners. Must possess a demonstrated commitment to student achievement, evidence of successfully addressing gaps in access and opportunity for students, and through understanding of adult learning theory. Must have a knowledge of issues relating to cultural competence, culturally responsive practices and/or proficiencies, social emotional learning, and equity affairs; knowledge of local, state and federal law related to schools, policy, employment and protected classes. Must have strong written and oral communications and public speaking skills, and experience developing and facilitating professional development to diverse groups. Must have the ability to work with diverse populations within the organization and the community; ability to manage thoughtfully the personal, political, and organizational dynamics related to equity issues with the division; ability to analyze data and effectively present recommendations in oral and written forms; and above all. Must have a capacity for teamwork and for developing sensitive working relationships with students and staff, open to new ideas, demonstrate adaptability, and the flexibility to work through challenging issues.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in an office environment.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Equity Assessment and Strategic Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Equity Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Equity Assessment and Strategic Operations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

09/2021 CR

