

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Employment and Educational Opportunity (EEO) Officer	
<i>Supervisor:</i> Executive Director of Human Resources	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 9

Job Summary

The EEO officer is a key component of the human resources leadership team and is responsible for the administration and oversight of equal employment and educational opportunity and civil rights compliance. This includes responsibility for compliance with Title IX, Section 504, ADA, and all other non-discrimination laws, regulations, and policies. Serves as the district's designated Title IX coordinator. Develops, implements and monitors programs that promote diversity within the district and establishes partnerships with community stakeholders. Responsible for development of training and initiatives to create and foster an open and inclusive environment. Develops and carries out the district's inclusion and diversity action plan and implements strategies related to plan goals.

Essential Job Functions

Investigates internal allegations of discrimination and non-compliance received from employees, students, and/or parents. Analyzes evidence gathered during investigation to prepare written determination. Engages in informal resolution if allegations do not rise to the level of discrimination, harassment, or misconduct.

Enforces equal employment and educational opportunity laws. Assures that discrimination complaints regarding employment and educational practices are investigated thoroughly, fairly, and promptly.

Oversees the district's Title IX program by serving as the designated Title IX Coordinator. Ensures investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential, and impartial.

Serves as the district's Americans with Disabilities Act (ADA) Coordinator.

Develops and presents regularly scheduled trainings to supervisors and employees on non-discrimination laws, sexual harassment, conflict resolution, racism, equity, disability and other related topics. Conducts professional development and in-service education for district staff upon request.

Serves as the administrative representative to the board diversity committee in order to provide leadership and continuity for all diversity related issues and activities. Represents the district in collaborative partnerships with NAACP, UAF, Fairbanks Diversity Council, Fairbanks Native Association, and other various community organizations by regularly attending meetings and providing outreach to strengthen the district's diversity efforts.

Serves as district-wide Section 504 compliance officer, to include ADA. Advises parents, administrators, and staff on compliance issues within the district. Creates and contributes to related handbooks, guides, trainings, and presentations.

Monitors and researches court decisions, federal and state legislation and regulations related to non-discrimination and compliance issues. Maintains professional competence in the field of equal employment and educational opportunity and civil rights compliance, staying abreast of related issues and trends on a local, state, and national level.

Provides leadership in understanding the components and manifestations of bias and racism. Advises management and district staff in dealing with sensitive and confidential equality, diversity, and inclusion matters.

Administers and monitors the school board's affirmative action policy in all matters of recruitment, hiring, training, transfers, promotions, and compensation. Prepares and administers the district's affirmative action plan and workforce diversity action plan; implements strategies related to plan goals.

Provides input on policies and administrative regulations on equity and discrimination compliance issues.

Coordinates with human resources recruiting staff in developing overall recruitment program for the district. Develops policies and programs to attract, retain and promote a diverse workforce.

Reviews applicant screenings and recommendations for hire for compliance with equal employment opportunity procedures and affirmative action goals.

Attends school board meetings and represents the school district at various community meetings.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Usual office related equipment, including computer, printer, and mobile devices.

Independent Decisions

Independent decision making expected.

Primary Working Contacts

The EEO officer works closely with the human resources department staff, principals, supervisors, central office administrators, representatives of the communities of diversity, staff of state and federal administrative agencies, and complainants.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

Works under the direction and supervision of the executive director of human resources. Supervises Title IX and support staff.

Unusual Working Conditions

Position may involve high stress. Attendance at and participation in frequent evening and weekend meetings and events is required.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Bachelor's degree in human resources, management, public administration, law, or closely related field. A combination of professional level training, relevant college coursework, and related experience may be substituted on a year for year basis.
2. Four (4) years of experience in three (3) or more of the following areas:
 - Conducting internal investigations
 - Conflict resolution
 - Conducting legal research as well as understanding, interpreting, and applying relevant federal and state laws and regulations to employment and education issues
 - EEO and affirmative action planning and compliance
 - Preparing and implementing training materials and diversity initiatives
 - Analyzing and reporting on affirmative action and equal opportunity data
3. Excellent leadership, organization, and management skills.
4. Excellent written and verbal communication skills in English; highly skilled in developing and presenting information to diverse groups of people.
5. Strong knowledge of investigation best practices.
6. Strong knowledge of the principles of affirmative action and equal opportunity laws, legal bases for non-discrimination, position classification, intercultural competency, community employment, and social service agencies.
7. Knowledge of educational equal opportunity issues (Section 504, ADA, Title IX).
8. Excellent skills in the use of Microsoft Office programs.
9. Ability to handle situations involving confrontation and conflict; to identify problems, organize facts, and design a plan for resolution; to define issues and determine appropriate responses.
10. Ability to effectively communicate with staff, outside agencies, and diverse groups and individuals.
11. Ability to conduct legal research.
12. Ability to understand, interpret, and apply federal and state laws and regulations relevant to discrimination and equity.

13. Must be able to travel to various schools and offices within the Fairbanks North Star Borough. While driving on district business, must hold a valid driver's license, current vehicle insurance and registration.

The following are preferred:

1. Master's degree in human resources, management, public administration, law, or closely related field.
2. Experience administering Title IX and/or handling Title IX investigations (*if Title IX certification not held, certification must be obtained within first year of employment and must be maintained during employment in this position*).
3. Experience in a unionized environment.
4. Experience in K-12 educational environment.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.