

Educational Equity Specialist

Dept/Div: Educational Equity and Achievement

FLSA Status: Exempt

General Definition of Work

Performs intermediate administrative work supporting student career and college readiness, healthy racial identity, interrupting institutional racism, and providing professional development for staff to enhance cultural proficiency and racial consciousness within the school in order to create racially equitable schools, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Educational Equity and Achievement and building principal while abiding to the goals and objectives of the Achievement and Integration Plan, District Strategic Plan and Building Action Plans.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Facilitates communication between students, families, and school staff to ensure student achievement and advocates for educational equity for all students and families.
- Provides guidance partnership, and consulting in reviewing policies and procedures, provide guiding resources for teachers, administrators and other staff regarding culture, heritage and background (history) for students and families.
- Partners with principals to develop a positive building climate that leads to educational equity and student achievement for all students
- Participates in implementing and facilitating district-wide professional development from the catalog; partners with the building principal to create PD for building staff.
- Partners with building teams designated to analyze school data to monitor and develop action plans to ensure educational equity for all students.
- Establishes and develops strong community relationships to provide our students and families with community resources.
- Cultivates career and college readiness opportunities from elementary to high school.
- Facilitates student's empowerment, social, racial, academic, and identity development groups.
- Attends district department meetings and provides updates/develop reports with data that support educational equity activities as requested and required by district and building leadership.
- Partners with Building Principals on the implementation and leadership of the Equitable Family Engagement Framework and tool serving as a liaison between building and district leadership for support on building needs in engaging families and implementation of the EFEEF.
- Offers guidance and collaboration to staff to provide supplemental culturally relevant experiential learning opportunities in and out of the classroom that will help maximize understanding of core standards curriculum content and introduce equity, race, pluralism, racial justice, and social justice education.
- Outreach to Native students and connection to building resources in collaboration with the American Indian Education Program Specialist (AIEPS)
- All other duties as assigned.

Knowledge, Skills and Abilities

Some knowledge of district policies, manuals, programs, processes and procedures; some knowledge of standard office practices, procedures and equipment; some knowledge of business English, spelling and arithmetic; some knowledge of different cultures and traditions; some knowledge of federal program rules, policies, and procedures; thorough skill demonstrating evidence of successfully working with students of color and students receiving free and reduced meals in a Tier I school; thorough skill demonstrating the ability to build strong community partnerships; some skill operating standard office equipment, personal computer and applicable hardware and software; some skill performing data entry on web-based forms; ability to compute rates, ratios and percentages; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to create and maintain files, records, reports and databases in a timely and effective manner both electronically and on paper; ability to make arithmetic

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computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to change and influence school climate and culture; ability to facilitate groups and peer meetings; ability to develop and facilitate educator professional development; ability to communicate effectively both orally and in written formats; ability to establish and maintain effective working relationships with officials, teachers, employees students, similar professionals, and the general public.

Education and Experience

Bachelor's degree and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting and speaking or hearing and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 8/31/2022