



## West Windsor-Plainsboro Regional School District JOB DESCRIPTION

**Job Title:** Diversity, Equity, and Inclusivity Coordinator  
**Reports To:** Assistant Superintendent, Planning and Pupil Services  
**Salary Guide:** Non-Affiliated A; Twelve month contract  
**GAAP:**

**Position Summary:** Under the general supervision of the Assistant Superintendent, Planning and Pupil Services, the Diversity, Equity, and Inclusivity Coordinator provides guidance and strategic systematic planning, training, and professional development. Responsibilities include but are not limited to collecting lived experience data, researching and addressing issues of equity, linking students and their families to school and community resources, monitoring attendance and discipline, communicating with administration, counselors, students, and families; presenting concerns to district officials in a hope to address questions, concerns and/or misinformation; making recommendations to district staff that might enhance communications with students and/or families.

**Education and Experience:** Bachelor's degree required; Master's degree in counseling or related field of study preferred.

### Essential Duties:

- Participates frequently in trainings, workshops and/or conferences relating to cultural diversity, equity and access, systems of privilege, and anti-racist efforts.
- Coordinates with community partners to build resources that directly address the achievement gap (parent communication, early childhood learning, use of assessment data, etc.).
- Maintain a robust resource portal for students and parents.
- Communicates accurately and timely with staff, students, and families to ensure continuous school-family partnerships.
- Conducts regular community conversations with historically marginalized groups regarding how students can best access resources within the school district.
- Provide professional development with teachers, administrators, district staff members, parents/guardians, and with students.
- Collects data relating to potential services, resources, and/or treatment inequities.
- Presents the administration with data regard student and parent concerns.
- Assists with evaluating student progress including attendance, academic, and behavioral data.
- Makes home visits to obtain information about students, parents and/or families.
- Travels between district schools to interact with students, families, staff, and community members.
- Supports a positive school climate while interacting with students, families, staff and community members.
- Maintains confidentiality when dealing with students, families, staff, and community members.
- Identifies additional services and programming as needed.
- Assists in the oversight of all Title I programs, including but not limited to tutorial services, programming support, scheduling and supporting parents/students in teacher and/or administrator conferences, etc.
- Participates in staff meetings at both site and district levels.
- Performs other related duties as assigned.

### **Evaluation of Performance**

Performance in this position will be evaluated annually by the Assistant Superintendent, Planning and Pupil Services.

**Supervisory Responsibilities:** The Diversity, Equity, and Inclusivity Coordinator has no supervisory responsibilities.

### **Qualifications:**

- Bachelor's degree is required.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status are required.
- Valid New Jersey driver's license is required.

### **Physical Demands**

The physical demands described in this job description 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.

### **Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Twelve month contract; Non-affiliate A bargaining unit.

**BOARD APPROVAL DATE:** \_\_\_\_\_

6/23/2020

**CERTIFIED BY:** \_\_\_\_\_

Director for Human Resources