

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION:	Coordinator of Cultural Diversity
IMMEDIATE SUPERVISOR:	Superintendent
FLSA STATUS:	Exempt
EMPLOYMENT TERM:	Minimum 240 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE
SALARY:	Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level to include Coordinator stipend.
EVALUATION:	Performance in this position will be evaluated by the Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: The Coordinator of Cultural Diversity is responsible for Jefferson County School's cultural diversity development and programming for staff and students and communicating this information to the greater Jefferson community. This position develops and maintains a cohesive system for identifying the unmet needs and underserved populations within the minority community in Jefferson County Schools and developing programs to address those needs. Serves as strategic advisor to the Superintendent and senior leaders with respect to staff development and programming that supports a positive minority student and staff experience. Assists JCS department leaders with developing programs that are relevant and supportive of minority student achievement and participation in Jefferson County Schools. Finally, this position is responsible for ensuring Jefferson County Schools honors the cultural diversity present in our student body.

CULTURAL DIVERSITY RESPONSIBILITIES:

- Meet quarterly with the Diversity Committee to update the Cultural Diversity Plan, and to review statistical information regarding minority experience and performance within the school system.
- Oversees the administration of the Cultural Diversity budget through the cultural diversity committees in each school
- Proactively and collaboratively develop programming that promotes high achievement among the minority population and recognizes/promotes the skills, talents and abilities of the minority population in JCS with a particular emphasis on academic achievement as exemplified through gifted identification, honors enrollment and AP completion.
- Advise JCS administration on best practices for cultural sensitivity and
- Develop programs by gathering data, identifying goals, developing action plans, performing referrals and follow-up, evaluating programs, and coordinating with the cultural diversity committee
- Plan and organize events as determined by the committee for the improvement of the understanding and implementation of cultural diversity within JCS
- May provide coaching (e.g., developmental) with supervision.
- May counsel, collaborate, and provide liaison with appropriate individuals/agencies to support programming for JCS students and staff.

- Coordinate with the Chief Information Officer to prepare press release materials, diversity related articles, posters, newsletters, grant applications, and presentations for meetings and/or conferences.
- Ensure presence is established at cultural events in the community representing JCS
- Identify and bring forward areas of concern from JCS staff and student groups in the areas of diversity and cultural competency for development of educational programs/services.
 - Analyze data from programs/services for quality improvement initiatives to identify and suggest areas where new programs/services might be needed.
 - Service as the primary investigator for discrimination and Title IX claims
 - Develop a comprehensive curriculum that is inclusive, reflects ethnic diversity and promotes contributions by all cultures.
 - Collaborate with instructional leaders to develop and monitor an educational environment that aids in the development of a positive self-image for all students.
- Strong understanding of recruitment, talent management/retention and leadership development with a focus on the integration of diversity practices into these functions.
 - Promote visibility and cooperation with the greater Jefferson community through attendance at community events and staging events with community participation that promote inclusion and diversity.
 - Develops and delivers comprehensive and continual cultural diversity training that creates an awareness and appreciation of other cultures and ethnic groups.
 - Proactively mentor and develop minority talent among staff to promote minority leadership.

STAFF DEVELOPMENT RESPONSIBILITIES

- Collaborative problem-solving skills and the ability to work with cross-functional internal and external partners in multiple locations.
- Proven ability to influence areas of the business without direct reporting relationships.
- Demonstrated team leadership, coaching and group facilitation skills.
- Ability to manage a staff development program that incorporates inclusion and equity in its themes.
- Consults with JLT, building administrators, teachers, and other JCS employees including the service personnel staff dev committee to determine current and anticipated professional development needs.
- Determines the most appropriate instructional method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
- Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
- Markets, and encourages participation in, upcoming staff development initiatives and activities.
- Schedules training sessions, develops registration procedures, ensures that the facility is setup, ensures that employees are notified, and coordinates other practical elements involved with planning professional development activities.
- Designs and presents staff development sessions to different employee groups including both professional and service staff covering specific areas such as leadership development, instructional best practices, and school improvement initiatives.
- Upon request coaches and supports employees with developing their skills and improving job performance.
- Supports trainers in assessing the success of each training session, studies follow-up evaluations, prepares related reports, and recommends improvements.

- Assists Human Resources with advising employees on re-licensure guidelines and arranges, through human resources, for re-licensure points for those employees attending professional development activities.
- Serves as a resource to the Curriculum & Instruction department and schools and advises/supports Instructional C&I Coordinators and Principals with developing in-service programs.
- Lead and coordinate the JCS Committees for staff development for both professional and service staff as required under WV Code.
- Serves as a resource to teachers, administrators, and other staff to identify and access professional literature, training materials, and training opportunities.
- Oversees the maintenance of the electronic staff development program through the support of the administrative assistant, currently Performance Matters, containing records of professional development initiatives.
- Models nondiscriminatory practices in all activities.
- Ensures the presence of culturally diverse and culturally sensitive activities within all JCS staff development.

QUALIFICATIONS:

- Bachelors degree in social work, education, human resources, minority affairs or a related field required
- Master's degree in social work, education, human resources, minority affairs, or a related field preferred.
- Must possess experience instructing adults with experience as a teacher preferred.
- Must possess knowledge of the principles, practices, and current issues involved with cultural diversity initiatives.
- Must possess excellent ability to coach and train teachers and administrators in effective cultural diversity practice.
- Must possess demonstrated skills in workshop presentation, teambuilding techniques, and small/large group facilitation.
- Must possess the ability to design and present cultural diversity materials and programs.
- Must possess excellent human relations, communication and organizational skills.
- Must possess the ability to establish and maintain effective working relationships with employees at all levels of the division to include administrators and teachers.
- Collaborative problem-solving skills and the ability to work with cross-functional internal and external partners in multiple locations.
- Proven ability to influence areas of the business without direct reporting relationships.
- Demonstrated team leadership, coaching and group facilitation skills.
- Strong understanding of recruitment, talent management/retention and leadership development with a focus on the integration of diversity practices into these functions.

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

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.

PHYSICAL DEMANDS:

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 30 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.