

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Culture and Diversity Specialist (325)** FLSA Classification: Exempt
 Department / Location: District/Schools Contract: 207 Days
 Supervisor's Title: Director, Language & Culture Serv. Evaluation Type: Teacher Specialists
 Original date: 10/23 Revised: 08/25 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Language and Culture Services Administrator, the **Culture and Diversity Specialist** will meet with students, student groups, employees and employee groups to gain an understanding of their current sense of belonging in the school community. Will provide the appropriate resources and assistance to address their needs and increase equal access to school and academic opportunities. Will provide respect, culture and belonging training to employees, employee groups, students and student groups. Will assist schools with student engagement in the community, respecting differences and responding to conflict in healthy ways.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).
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- Meet daily with students, student groups, employees and employee groups to provide a variety of services to address their needs and concerns.
 - Meet with school leadership teams to help increase a sense of belonging and trust among students and staff.
 - Collaborate with students to promote increase participation in school activities.
 - Collaborate with District departments, schools and school teams to analyze data and monitor the effectiveness of their efforts in promoting belonging and a welcoming school culture.
 - Collaborate with various department and school personnel to integrate services for diverse students and employees.
 - Travel daily using employee's own means of transportation.
 - Assist District administration in the development of resources to address a variety of ethnic and cultural diversity needs.
 - Evaluate access for students in instruction, programs and services throughout the District to ensure belonging and opportunity for achievement.
 - Evaluate District policies and procedures to ensure students and employees have equitable opportunities.
 - Design and lead professional development opportunities for a variety of employees in an effort to enhance their knowledge of student diversity.
 - May assist the Human Resource Department to attract and retain diverse teachers and employees to the District. This includes interviewing applicants, conducting recruitment outreach, attending recruiting fairs, etc.
 - Effectively use technology as a tool for instruction, assessment, engagement and support for teacher and student learning.
 - Support the local End Goals of the Jordan School District Board of Education, State Standards, and all State and Federal Laws.

- Evaluate the alignment of local and state standards and make appropriate recommendations to address equity issues and/or gaps for students.
- Maintain knowledge of current research, professional development, training, critical issues in the area of ethnic and cultural diversity and resources.
- Coordinate and execute the research-based development, implementation and assessment of methodologies/models targeting student support operations.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in meetings to facilitate and program development/Improvement for student programs. Attend related community meetings, student meetings, school meetings, District meetings, etc.
- Follow District procurement guidelines with administrative approval.
- Is responsible for understanding and adhering to all District policies and completing the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- While performing the duties of this job, the specialist is regularly required to speak, hear and communicate with students, employees, patrons and other stakeholders. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The specialist is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds to move classroom materials.
- Visual abilities to see and supervise students.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Other duties and responsibilities as assigned by the principal/administrator.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE state license requirements. Specific endorsements may be required based on the focus of the position (i.e. Math, Science, Gifted and Talented, STEM, English as a Second Language, etc.).
- Requires a minimum of five (5) successful years of instructional experience in a public school.
- Broad knowledge of content, instruction and assessment with the ability to facilitate adult learning, coach peers and utilize data for improvement.
- Strong understanding of educational research and use of data to make programmatic and instructional decisions.
- Professional communication skills including, but not limited to: listening, verbal, writing, and presenting.
- Requires effective interpersonal and collaboration skills for working effectively with individuals and groups at all levels within the District. Requires effective leadership skills, which include problem-solving, organization, multi-tasking, and time management.
- Demonstrate an understanding of ethnic and cultural differences among students and employees, and utilize this knowledge to motivate and extend learning opportunities for individuals.

- Requires proficiency in the formative assessment cycle and be able to find or create appropriate resources for this purpose.
- Must be proficient in the analysis of formative and summative assessment results, in order to make appropriate interpretations and communicate results to appropriate and varied audiences.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.